

LABOR RELATIONS CONSULTANT 4

KIND OF WORK

Advanced professional labor relations work.

NATURE AND PURPOSE

Under administrative direction, performs advanced labor relations research and analysis; provides enterprise-wide assistance to agency supervisors and managers; negotiates and administers collective bargaining agreements between the State and employee organizations; and prepares and presents grievance arbitration cases and interest arbitration cases for major contracts (MMA, MGEC, MNA, and MLEA that have impact on statewide issues and strategies. Performs related work as required.

At the Labor Relations Consultant 4 level, incumbents are responsible for all major labor agreements that have impact on statewide issues and strategies. Incumbents prepare and present grievance arbitrations and interest arbitration cases for major labor agreements and draft and negotiate the labor agreements for major bargaining units. Incumbents investigate complaints of a complex nature issued by administrative agencies; negotiate settlements with exclusive representatives or their legal counsel; and negotiate Memoranda of Understanding with exclusive representatives to alter existing labor agreements.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepares and presents grievance arbitration cases and interest arbitration cases for major labor agreements (MMA, MGEC, MNA, MLEA) that have impact on statewide issues and strategies. This is accomplished by meeting with Union Representatives, witnesses and agency supervisors and managers; applying knowledge of labor relations principles, political ramifications, arbitration practice and evidentiary tactics. Independently handle cases before administrative agencies. Prepare for and participate in alternative dispute resolution processes, including advisory mediation and mediation before the Bureau of Mediation Services (BMS).

Independently handles case preparation before administrative agencies including those of a complex nature or with statewide impact. Prepares for and presents testimony for the legislature.

Drafts and presents contract proposals and conducts negotiations for labor agreements for major bargaining units, determines negotiation strategies, and directs the management team to ensure that management's position is represented in negotiations and is in accordance with law, precedent and policy. Serves as chief spokesperson for certain major labor agreements and for the negotiation of agency supplemental agreements for labor agreements. These are accomplished by analyzing the content of labor contract proposals, using knowledge of bargaining unit history, law, precedent, policy and personnel practices and negotiating strategies.

Interprets and advises supervisors and managers of assigned agencies on complex contract administration questions to ensure that the existing contract is consistently administered, employee grievances are minimized and management discretion is preserved using knowledge of applicable contracts, their bargaining history and personnel practices.

Researches complex aspects of law and arbitral precedent related to contract proposals, grievance matters, and arbitrations to ensure consistency with laws, discover precedent in the area of law and arbitration and to support Employer positions on contract language in negotiations and arbitrations using legal and professional research methods and reference resources.

Serves as chairperson on statewide labor management committees, as necessary.

Investigates complaints of a complex nature issued by administrative agencies; negotiates settlements with exclusive representatives or their legal counsel; and negotiates Memoranda of Understanding with exclusive representatives to alter existing labor agreements.

Analyzes labor contract proposals so that alternative management proposals can be rewritten using knowledge of contract language proposals, their cost and impact upon operating requirements of State agencies.

Prepares curriculum and instructs agency supervisors and managers on administration of the terms and conditions of the labor agreement and on specific knowledge areas of labor relations to ensure that the existing contract is consistently administered and that employee grievances are minimized, resolved, or processed correctly to arbitration by selection concepts, materials and training activities for inclusion in the curriculum using oral presentation skills, knowledge of the applicable contract personnel practices.

Identifies and summarizes those areas of existing contracts which have caused operating difficulties for State agencies over the term of the contract so that areas of necessary contract modification are properly identified by reviewing grievance records, discussion with supervisors and managers concerning application and interpretation of contracts and research of the outcomes of grievance arbitrations.

Researches, writes and coordinates studies of subjects which respond to legislative or contractual mandates to ensure that labor relations participation fulfills the mandate and is consistent with division policy. This is done by selecting and using appropriate research methods and data sources, maintaining preparation deadlines, and communication with study participants.

Researches, prepares testimony, rehearses witnesses, and presents case information in administrative forums, including for bargaining unit clarifications and unfair labor practice complaints, legislative hearings and other related hearings so that management's position is thoroughly and accurately represented using knowledge of hearing procedures, bargaining unit law, PELRA and precedent and State personnel practices and procedures.

Provides lead work direction and serves as mentor to staff when drafting management contract proposals for labor agreements, negotiating supplemental agreements to the labor contracts, and when making modifications to the labor contracts (MOU's), and grievance settlements with the union business agents.

Provides lead work direction to other staff when representing state agencies in rights arbitrations of all types of discipline grievances and language grievances that do not have statewide impact; and when advising agency HR and LR on contract administration issues of a more complex nature.

Assists the Assistant State Negotiator or Assistant Commissioner with ongoing policy development activities, on labor relations administrative issues, training, bargaining strategies, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are required at entry and would typically be brought to the job by an applicant.)

Knowledge of:

- *Professional labor relations principles, practices and procedures sufficient to analyze problems and propose courses of action in the areas of contract administration and contract development.
- *The principles and practices and procedures of public personnel administration as applied to labor relations issues and problems.
- *Reference libraries and reference sources such as Federal and State reporters, digests and journals applicable to the labor law or precedent under study.
- *Legal research techniques such as the use of index systems, lead notes, key number systems sufficient to locate relevant personnel or labor law or determinations.
- *Salary survey procedures sufficient to develop an information base for the preparation of management contract proposals.
- *Grievance and interest arbitration hearing procedures sufficient to prepare and argue the case, including the opening and closing statement and examination of witnesses.

Ability to:

- *Organize ideas, conceptualize problems, categorize relevant and irrelevant data for incorporation into narrative reports.
- *Write professional level research reports which are clear and concise.

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*Exercises discretion in determining strategies and methods for negotiations, settlements, arbitrations, and other technical facets of the job.

*Independently negotiate major labor contracts

*Direct work activities, mentor, coach and train others.

*Independently represent management in complex rights and interest arbitrations, administrative proceedings and mediation.

*Formulate and draft management contract proposals for medium impact labor agreements.

*Communicate orally in group and individual settings to explain, clarify, argue and negotiate labor relations subject matter or contract proposal.

Est.: 9/85

Rev.:

T.C.: 4/9/13, 6/5/15

Former Title(s): Labor Relations Rep Principal

Former Title(s): Labor Relations Consultant 3