

LABOR MEDIATION MANAGER

KIND OF WORK

Highly complex and difficult professional work administering agency program responsibilities for the mediation of labor disputes and/or resolution of appropriate bargaining unit/fair share fee challenges and/or cooperative Labor-Management program activities.

NATURE AND PURPOSE

An employee in this class is responsible for directing and supervising a unit of program responsibility within the agency. The employee directs professional and clerical staff in one or more of the following areas: mediation of grievance and interest disputes in labor relations; appropriate unit/question of representation investigations and determinations; and cooperative Labor-Management program implementation, direction of labor relations and labor mediation and serves as a member of the policy making team for the agency. The individual evaluates and assigns cases to other members of the staff, matching the complexity and intensity of the dispute to the skills and attributes of the staff. This person may personally handle the most complex and difficult case. In all cases, the individual provides strategic and tactical direction to professional staff; is expected to provide prompt, accurate responses to inquiries from attorneys, legislators, media representatives, and the public; and ensures that agency services are delivered in a timely and effective manner. Consequences of error in fulfilling these responsibilities involve social, political, and economic consequences of major proportions, while successful performance avoids strikes and time-consuming, costly litigation.

This class is distinguished from other professional labor mediation positions by the complexity of cases handled, the overall administrative responsibilities of the position, and the policy-making and supervisor role it plays within the agency.

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

Reviews all petitions relating to mediation, appropriate unit determination, questions of representation, or fair-share fee challenges, assigning cases to professional staff based upon complexity, timing, and efficiency considerations.

Provides strategic, tactical and technical advice and direction to professional staff to assist them in handling a case.

Supervise professional and clerical staff in the performance of duties related to the mission of the Representation or Mediation units.

Prepare biennial budget recommendations.

Monitor budget expenditures related to the Representation or Mediation units to ensure compliance with budget guidelines and agency policies.

Draft administrative rules and policies relating to the effective operation of each unit and effective administration of agency responsibilities under PELRA.

Sign Commissioner's Orders and determinations in non-controversial or routine contested cases.

Draft recommended orders and determinations in highly complex difficult contested cases relating to appropriate units, representation elections, or fair-share fee challenges.

Provide training and direction to professional staff assigned to the employee's unit.

Researches, statutes, rules, Minnesota case law, decisions of other state and federal agencies or courts as a part of determining precedents for the handling of a case or in providing competent advice to clients, their counsel, and other interested parties.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge and experience in the field of labor relations, including unit determination, questions of representation, fair-share fee challenges, and contract mediation experience.

Extensive knowledge of mediation strategies, tactics, and techniques and the ability and willingness to share such knowledge in the professional development of subordinate staff.

Extensive knowledge of hearing procedures in a contested case environment, including a thorough knowledge of the rules of evidence and the ability to ensure a full and accurate record upon which to base a determination.

Thorough knowledge of state and federal labor law and administrative rules.

Ability to:

Establish and maintain appropriate decorum and to function as a neutral in highly charged and volatile circumstances.

Understand and interpret financial information and reports, including state and local government budgets and complex state aid formulas.

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Class Specification

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Write complex orders in a clear and logical fashion and to speak English in a professional and effective manner.

Drive and transport and operate heavy electronic recording devices.

Direct and monitor the work of professional and clerical staff assigned to the unit.

Function effectively under limited supervision or direction.

Est.: 9/88

Rev.:

Ckd.: 11/92

T.C.:

Former Title(s):