

### LABOR RELATIONS CONSULTANT 3

#### KIND OF WORK

Professional labor relations work.

#### NATURE AND PURPOSE

Under administrative direction, performs labor relations research and analysis; provides enterprise-wide assistance to agency supervisors and managers; drafts and presents contract proposals; and assists with negotiating and administering agency supplemental agreements and labor agreements, as requested. Performs related work as required.

At the Labor Relations Consultant 3 level, incumbents are responsible for preparing for and negotiating minor labor agreements that have impact on statewide issues and strategies but do not involve extensive publicity or sensitive political issues. Incumbents prepare for and assist in representing the state in interest arbitration proceedings involving minor labor contracts. Incumbents also assist with negotiating agency supplemental agreements to labor agreements by guiding the management team to ensure that management's position is represented in negotiations and is in accordance with law, precedent, and policy.

#### 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 minor labor agreements (residential teachers (SRSEA), and radio control operators AFSCME Unit 25) that have impact on statewide issues and strategies but do not involve extensive publicity or sensitive political issues to ensure that disputes are resolved in a consistent manner. This is accomplished by meeting with Union Representatives, witnesses and agency supervisors and managers, preparing case materials; applying knowledge of labor relations principles, political ramifications, arbitration practice and evidentiary tactics.

Drafts and formulates state proposals for inclusion in minor labor agreements, including those covering the residential teachers and the radio control operators. Presents contract proposals and conducts negotiations for minor labor agreements, as required. Guides the management team to ensure that management's position is represented in negotiations and is in accordance with law, precedent and policy. Assist with negotiating agency supplemental agreements to labor agreements. This is 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 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 assigned aspects of law and arbitral precedent related to contract proposals and grievance matters 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.

Prepares costing exhibits such as graphs, charts, tables and summaries of the economic implications of management and labor contract proposals so that accurate cost data is provided for management decisions made in the negotiations process by applying knowledge of available data resources, variables affecting item cost and mathematical calculations.

Assist in analyzing and formulating state proposals for inclusion in labor agreements, including drafting language by 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 general and 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.

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

Provides guidance to other staff when drafting proposals for minor 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.

Prepares and edits final drafts of minor labor contracts and assures all needed information is available for presentation to the legislature.

Serves as Labor Relations division Strike Plan Coordinator.

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.
- \*Variables, assumptions and mathematical calculations sufficient to prepare costing exhibits of labor 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.
- \*Exercises moderate levels of discretion in determining strategies and methods for negotiations, settlements, arbitrations, and other technical facets of the job.
- \* Independently negotiate minor labor contracts
- \*Direct work activities of staff during bargaining, and train others.
- \*Independently represent management in rights and interest arbitrations of minor contracts, 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.: 6/15  
Rev.:

T.C.: