



## EMPLOYEE RELATIONS MANAGER

**Department:** Human Resources  
**Job Class #:** 166400  
**Pay Range:** Executive 7

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** The Employee Relations Manager is responsible for managing a team responsible for the Pierce County's employee and labor relations programs.

### **ESSENTIAL FUNCTIONS:**

- Manage the county's employee relations programs which includes: Labor Relations, EEO and ADA functions. Provide counsel to staff and managers regarding investigation of employee misconduct and EEO allegations.
- Play a critical role in partnership with the Deputy Director of Human Resources/Labor in planning and developing the County's overall strategy and policies for employee and labor relations.
- Provide effective leadership and management to assigned staff.
- Administer collective bargaining agreements (CBA) and labor-management relations functions to include the grievance and arbitration process, hearings on labor matters before the Public Employment Relations Commission and the negotiation of county CBAs. Assist in achieving a proper balance between union demands and the need for effective and efficient county management.
- Ensure consistent interpretation and application of labor and employee relations laws, rules, policies and procedures.
- Advise managers and department directors regarding interpretation of contracts. Facilitates problem-solving, problem prevention and best practices in labor-management relations.
- Represent the County before the County Council on labor relations issues.
- Play an integral role on the Human Resource management team.
- Develop and provide training on human resource topics for department directors, managers and staff.
- Effectively communicates with managers and staff to ensure proper facilitation and ensure adherence to policies, procedures and applicable bargaining agreements. Ensure that written documents are prepared in a professional manner, including grammar, spelling and punctuation, and accuracy
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Manage or participate in special projects/programs requiring ER stakeholder input.
- Performs other projects and job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Works under the general direction of the Deputy Director of Human Resources/Labor. This position has full supervisory authority and is responsible to plan, assign, direct, supervise and evaluate the work of professional staff. Assists the Director and the Deputy Director in the development and implementation of human resources policies and procedures for the County.

**WORKING CONDITIONS:** Work is performed in an office environment and at various field offices. Sits at a desk or other work station for prolonged periods of time; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. May work in highly stressful and contentious conditions and within tight work deadlines. Must be able to maintain regular, predictable

**EMPLOYEE RELATIONS MANAGER**  
**Classification Description – Pierce County**  
**Page 2**

and punctual attendance during regularly scheduled work hours at assigned worksite. Must meet the travel requirements of the position. The ability to work a flexible schedule, which may include evenings, weekends and holidays. Finger dexterity is required in order to use and operate a personal computer and related office equipment. The use of eye sight to read and interpret policies, procedures, regulations, contract agreements, and related management correspondence. Ability to move throughout an office environment, talk, see, hear and the use of verbal and written communication is performed on a frequent basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of public sector labor relations, and leadership principles.
- Strong working knowledge of employment laws and regulations (ADA, EEO, FLSA, etc.)

**Skilled in:**

- Negotiating and working with confidential and sensitive issues.
- Building consensus among diverse individuals with varying opinions.
- Conducting investigations, interviewing, fact gathering and analysis.
- Writing reports with a recommended resolution.
- Presenting oral arguments before committees, hearing boards, arbitrators or others.
- Strong working knowledge of employment laws and regulations (ADA, EEO, FMLA) and the ability to appropriately spot employment risk issues

**Ability to:**

- Interpret, apply and explain codes, rules, regulations, policies and collective bargaining agreements.
- effectively proofread the reports and correspondence prepared by subordinate staff.
- Conduct effective interviews, investigations, and labor negotiations.
- Appropriately spot employment risk issues and provide sound recommendations and solutions. Understand and resolve complex problems.
- Plan and evaluate the work of staff and ensures accountability.
- Analyzing situations quickly and objectively, determining a proper course of action and using sound independent judgment to make decisions.
- Effectively complete multiple duties and assignments concurrently and in a timely manner.
- Manage or participate in special projects/programs requiring ER stakeholder input, as needed.

**MINIMUM REQUIREMENTS TO APPLY:**

- Bachelor's degree in human resources management, public or business administration or a closely related field and;
- Six (6) years of professional human resources management experience to include
  - Five (5) years of experience in collective bargaining and two (2) years in a lead or supervisory role;
- OR any equivalent combination of experience and education is required.
- A Master's degree is highly desired.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license is required or the ability to meet the travel requirements of the position. Ability to successfully complete all required background investigations.