



LABOR RELATIONS ANALYST 1

Department: Human Resources

Job Class: 167500

Pay Range: Professional 07

FLSA: Exempt

Represented: No

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

GENERAL FUNCTION: This is specialized professional and technical work in the labor relations function of human resources administration. Generally, the duties of this classification include a wide variety of labor and employee relations activities including research and analysis in support of collective bargaining, grievance and arbitration processes. Specifically, incumbents provide complex and analytical support and conduct special projects in support of employee relations matters. Persons in this classification analyze collective bargaining agreements, develop proposals for collective bargaining, conduct a variety of surveys, advise and counsel managers and supervisors, conduct investigations and interviews, and assist in the collective bargaining process. Work in this position involves the use of independent judgment in analyzing problems and making recommendations on human resources management issues. Work is reviewed through reports, projects, conferences, direct observation and attainment of goals and objectives.

SERIES CONCEPT: The work in this classification is distinguished from the Labor Relations Analyst 2 in that an incumbent does not perform the more difficult and complex labor relations work including negotiation of collective bargaining agreements and preparation and participation of cases going to arbitration, PERC and/or the Personnel Board.

ESSENTIAL FUNCTIONS:

- Analyze language in collective bargaining agreements for compliance with federal state and local laws and policy and management practice and makes recommendations for changes as appropriate. Analyze union proposals including compensation and benefit proposals and assists in development of proposals and strategies in collective bargaining.
- Coordinate the development of classification and compensation proposals with County classification and compensation staff. Review and analyze collective bargaining agreements, court decisions, and arbitration decisions.
- Conduct a variety of surveys including compensation and benefits surveys; Gather and analyze data; Prepare applicable recommendations and reports.
- Advise and counsel managers and supervisors regarding federal, state and local labor laws, policies, and guidelines; current and emerging issues; and strategies for dealing with performance, collective bargaining, discipline, and grievances. Interpret, explain and apply pertinent laws, rules, regulations, policies, guidelines and collective bargaining agreements.
- Conduct fact finding interviews and investigations of charges of employee misconduct, grievances filed by employees, and allegations of violations of collective bargaining agreement. Prepare reports of findings and recommends resolution(s).
- Serve as a member of the negotiating team, provide administrative support to the Labor Negotiator. Research state and federal laws and case precedents dealing with collective bargaining issues and processes to determine applicability and/or impact to the Pierce County human resources system. Prepare materials needed for negotiations.

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- Serve as recorder or secondary spokesperson at collective bargaining sessions; Prepare notes of collective bargaining sessions, letters, memoranda, reports, spreadsheets and other administrative documents using personal computers and other office equipment.
- Present information, testify or otherwise represent the County; in grievance hearings; during unfair labor practice, unit clarification, or other matters before the Public Employment Relations Commission; during grievance and appeal hearings before the Pierce County Personnel Board or Civil Service Commission; and during unemployment compensation hearings and other administrative proceedings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; works within the established working conditions of the position.
- May work a schedule, which includes evening, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Labor Relations Manager or designee for thoroughness, timeliness and compliance with regulations, policies and procedures.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Labor Relations Analyst 1 works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate office equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of collective bargaining, grievance and arbitration processes.
- Practices and principles of data gathering and analysis, statistical analysis and presentation, and of salary survey techniques.
- Applicable public sector labor law practices and precedents.

Skills in:

- Conducting investigations, analyzing facts and writing reports with a recommended resolution.
- Making presentations arguments before committees, hearing boards, or others.

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Ability to:

- Interpret and apply collective bargaining contract language; administrative rules, processes and procedures; and federal, state and local laws and policies.
- Conduct fact finding interviews and conduct internal investigations, obtain relevant factual information, evaluate its significance and recommend solutions and course of action on identified issues.
- Develop and maintain effective working relationships with persons from diverse backgrounds and with differing points of view.
- Work under demanding and tight time constraints.
- Apply modern mathematical concepts and processes, interpret and present statistical information, and make accurate mathematical calculations.
- Understand and follow instructions.
- Work effectively and productively with others.
- Communicate effectively both orally and in writing, to audience of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

A Bachelor's degree in human resource management, labor relations, public or business administration, or closely related field and two years of professional human resources management experience directly related to the duties of the position. Additional professional experience or education will substitute for the recruiting requirement on a year for year basis.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license is required.