



## LABOR RELATIONS SPECIALIST

**Department:** Human Resources  
**Job Class #:** 167500  
**Pay Range:** Professional 05

**FLSA:** Non- 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:** This is general professional and technical work in the field of labor relations. Incumbents in this classification perform a variety of specialized duties in one or more functional areas in labor relations.

**SERIES CONCEPT:** This job class is the first level in a three-level series: Labor Relations Specialist, Labor Relations Analyst 1, and Labor Relations Analyst 2. Labor Relations Specialist exercises a lesser degree of independence performing functions which assist in the performance of Labor Relations functions.

**Special Note:** The Labor Relations Specialist is typically a training position and has a lesser degree of responsibility and limited independence. Incumbents are eligible for progression to the Labor Relations Analyst 1 classification based on performance (ability to meet the knowledge, skills and abilities outlined in the competency checklist) and operational needs at the discretion of the department.

### **ESSENTIAL FUNCTIONS:**

- Assist with analyzing 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.
- Assist with conducting fact-finding interviews and investigations of charges of employee misconduct, grievances filed by employees, and allegations of violations of collective bargaining agreement.
- In a training capacity, may drafts reports of findings and recommendations, disciplinary documents, grievance responses, and County proposals for bargaining.
- 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. Prepare materials needed for negotiations.
- Serve as notetaker at collective bargaining sessions and investigative interviews.
- Assist with administration of ADA, CAT leave, and Shared Sick Leave programs.
- 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.

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**SUPERVISION RECEIVED AND EXERCISED:** This job class does not supervise. Work performed involves the use of independent judgment in limited areas and is performed under the general supervision and direction of an administrative superior.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed in an office environment with exposure to general office noise and frequent interruptions. Occasional travel is required to attend meetings at other county sites and locations, to meet with interview panel members, or participate in work-related assignments.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Ability to move throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Driving to meetings 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.
- Applicable public sector labor law practices and precedents.

**Skill in:**

- Notetaking in a variety of settings.
- Research of information in preparation of negotiation sessions.

**Ability to:**

- 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. Experience assisting others in an employee and labor relations work environment preferred. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally for the recruiting requirements.

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**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Successful completion of all required background investigations is required prior to employment. A valid Washington State driver's license is required.