



STATE LABOR RELATIONS MANAGER

1324

GENERAL DESCRIPTION OF CLASS

The STATE LABOR RELATIONS MANAGER acts as chief spokesperson for the Governor, on behalf of Executive Branch agencies in collective bargaining. Employees develop and manage labor relations programs. Responsibilities include the design and implementation of labor relations' policies; representing the State Executive Branch at grievance and interest arbitration hearings, and mediation; negotiating and administering labor agreements and recommending budgetary and personnel policy.

DISTINGUISHING FEATURES

This is a single level class and not part of a classification series. Employees at this level work with considerable independence, performing duties related to the development, negotiation and administration of collective bargaining agreements. The work of this class requires complex interpretation and analytical skills to apply collective bargaining agreements. Employees identify and conceptualize needed legislation, rules, policies, and provisions in collective bargaining contracts. Decisions and recommendations have a strong influence on the nature and scope of State functions and programs.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Negotiations

Develop recommendations and proposals for the Governor and Department of Administrative Services on labor relations' policies affecting all Executive Branch employees. Act as spokesperson on behalf of the employer on assigned negotiations. Advise Office of the Governor or designated representatives on status of negotiations. Negotiate with union representatives over complex bargaining issues. Develop labor contract proposals and counter-proposals. Analyze statewide union and employer proposals for economic impact. Develop comprehensive economic strategies with administrators, senior managers and bargaining teams. Represent employer in presenting cases in mediation, fact-finding and interest arbitration hearings. Communicate details of negotiated agreements with necessary parties. Assist in the development and management of strike plans. Decide proper settlement based on administrative guidelines. Respond to media inquiries on the status of negotiations.

2. Grievances

Investigate grievances in preparation for arbitration or appeal. Prepare for, testify or represent the State at grievance arbitration cases that have department or statewide impact. Interview witnesses, prepare exhibits, and present oral arguments and written briefs to arbitrators. Ensure that responses are consistent with collective bargaining agreements and applicable laws, rules, and regulations. Resolve grievances and ensure that binding settlements are consistent with collective bargaining agreements.

3. Contract Administration

Oversee the administration of assigned labor agreements. Prepare written recommendations for Department of Administrative Services on legislative changes to labor relations statutes. Direct and assist agencies in the implementation of negotiated agreements. Anticipate labor and employee relations impact of problems and issues in state agencies and develop alternative solutions. Respond to agency questions or problems regarding the interpretation and application of state labor agreements. Interpret and apply collective bargaining agreements, policies, laws and regulations to support agency management in proper administration. Participate in development of statewide labor relations policy to achieve state program goals and objectives. Compute and report fiscal impact of negotiated agreements.

4. Training

Design and develop training materials and curricula regarding employee relations, collective bargaining, contract administration and employee discipline issues. Assess labor relations training needs and identify appropriate resources.

RELATIONSHIPS WITH OTHERS

The State Labor Relations Manager has regular contact with internal department staff, state agency management and executive staff, represented employees, union representatives and other government officials by telephone, in person and writing to negotiate labor agreements, seek legal advice, develop policy direction and provide information on collective bargaining issues. Employees also have contact with elected officials, including the Governor and his staffs, advocacy groups and the public, by telephone and in person to provide information, interpret and explain labor relations programs and negotiate acceptable solutions to issues. Additional contact includes the news media to discuss status of negotiations; and the Employment Relations Board and arbitrators to testify, schedule and present information. State Labor Relations Managers interact with all levels of staff, management and representatives of other jurisdictions for purposes of exchanging information and providing expertise on a variety of labor relations issues.

SUPERVISION RECEIVED

The State Labor Relations Manager works independently, conferring with those that are higher in classification to discuss information related to policy direction of negotiations, compliance issues and union contracts. Work is reviewed to ensure that it meets requirements of state goals and mission. Completed work is accepted as technically authoritative. Performance is measured by achievement of objectives and in meeting requirements and expectations. Written guidelines include labor contracts, Personnel Rules, internal and regulatory agency policies and procedures, Oregon revised statutes, and related legal advice. There is a high degree of independent judgment in making decisions in all areas of labor relations.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of:

Laws, practices, and methods governing public or private sector collective bargaining and labor and employee relations.
Governmental organization.
Federal and State laws applicable to labor relations in the public sector.
Standard negotiating strategies, tactics, and impasse and grievance handling procedures.
Case law precedents in public sector negotiations and arbitration decisions.
Administrative practices and procedures for processing grievances and disciplinary appeals, including arbitration.

General knowledge of:

Principles and practices of human resource management.
Principles of management and supervision.
Principles of management rights, representation rights, collective bargaining and labor practices.

Skill to:

Negotiate contracts with labor unions, resolve employee grievances.
Interpret laws, regulations, policies, and labor agreements, and apply interpretations to the resolution of complex personnel problems.
Develop, recommend, implement, and evaluate the effectiveness of labor and employee relations policies, programs, and agreements.
Represent management at mediation, fact-finding, and arbitration hearings.
Research, develop, and administer personnel policies.
Organize and effectively present both orally and in writing concepts, proposals and recommendations.
Establish and maintain effective working relationships with subordinates, managers, elected officials, union representatives, employees, other public and private representatives, and the public.
Work under deadlines and short timeframes.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/02

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division