



# **City of Phoenix**

## **LABOR RELATIONS ADMINISTRATOR**

### **(Non-classified)**

**JOB CODE 05200**

Effective Date: Rev. 12/04

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to outline, plan, and direct the City's labor relations program, serve as chief labor relations negotiator, and oversee one or more sections or programs within the Personnel Department. Under the general guidance of the Personnel Director, the Labor Relations Administrator evaluates labor relations practices, recommends policies, and formulates labor relations guidelines. Supervision is exercised over professional level staff. Considerable initiative and independent judgment is expected; however, unusual problems or major changes in policy are discussed with the Personnel Director. Work performance is evaluated on the basis of objectives achieved.

#### **ESSENTIAL FUNCTIONS:**

- Serves as chief spokesperson on the City's negotiation team, representing and operationally defining the City's labor policies;
- Administers the City's labor relations program, outlining and recommending policy to the Personnel Director;
- Represents the City's policies on labor relations issues before the Phoenix Employment Relations Board (PERB);
- Represents the City's labor relations positions in mediation and fact finding processes;
- Recommends changes in the Meet and Confer and Meet and Discuss ordinances;
- Directs and participates in research of labor relations trends, National Labor Relations Board (NLRB) decisions, court decisions, and proposed state and federal legislation;
- Supervises training programs to improve employee, employee organization, and management relations;
- Supervises and monitors the employee grievance procedures and various phases of contract administration;
- Advises management on City responsibilities, rules, and regulations under negotiated memoranda of understanding;
- Oversees the activities of one or more sections or programs within the Personnel Department (e.g., safety and drug testing programs);



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- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles and practices of public sector labor relations.
- Principles and practices of public and personnel administration.
- Principles, practices, and strategies of public sector labor negotiations.
- Merit system principles and their application to the administration of classification and compensation, and employee selection and promotion.
- Recent court and NLRB decisions.
- Job action contingency planning and implementation procedures.

Ability to:

- Successfully negotiate memoranda of understanding (MOUs) between the City and employee organizations.
- Write clear and concise contract language.
- Learn the City's departments, organization and political structure, functions, and types and content of jobs.
- Learn the content of current MOUs, Meet and Confer and Meet and Discuss ordinances, PERB procedures, and relevant Personnel Rules and Administrative Regulations.
- Work cooperatively with Council members, management, and employee organizations.
- Communicate orally in the English language with individuals and groups in a face-to-face setting or by telephone.
- Observe, compare, or monitor data and people's behavior to determine compliance with prescribed operating or safety standards.
- Comprehend and make inferences from material written in the English language.
- Enter data or information into a computer terminal, personal computer, or other keyboard device.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Estimate City's cost for negotiated contracts.

### **Additional Requirements:**



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- Performance of other essential and marginal functions as assigned.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of experience in public sector employee labor relations including responsibility as chief negotiator, plus a bachelor's degree in industrial relations, personnel, public, or business administration. Other combinations of experience and education that meet the minimum requirements may be substituted.