Title: Labor Negotiator

Pay Scale Group: 16

FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, represent the University as spokesperson in negotiations with unions on labor agreements, administer and interpret collective bargaining agreements, facilitate grievance resolution, including the handling of grievances and arbitration proceedings as assigned.

Characteristic Duties

- Serve as University spokesman and negotiate labor agreements with bargaining units.
- Identify issues, develop action plan, proposals and negotiation strategies for assigned labor contracts. Prepare contract language.
- Investigate grievances and recommend responses and settlements.
- Prepare grievance responses, grievance resolutions and arbitration briefs, as assigned.
- May represent the University in cases before arbitrators, SERB and the State Personnel Board of Review.
- Represent the University in grievances, arbitrations, and administrative proceedings, as assigned and/or assist in the preparation of grievances for arbitration and assist in presentation of cases to arbitrators.
- Assist in preparation of witness(es) and exhibits
- Provide advice and consultation to management on a wide range of matters including, but not limited to; employee discipline and performance management issues, and provide mediation and conflict resolutions services to management and employees.
- Provide information related to employment law and human resources policies and procedures.
- Perform related duties based on departmental need.

Unusual Working Conditions

- None

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in labor relations or related field. Experience must be in labor and employee relations, and must include advocacy.

Last updated: August 2009

An affirmative action/equal opportunity institution