Title: Senior Labor Relations Specialist

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, develop, implement, administer and evaluate labor relations programs and policies.

Characteristic Duties

• Assist with collective bargaining contract negotiations, grievances, and arbitration.

• Provide consultation to the University community regarding all aspects of employment, including constructive discipline, reorganization, job abolishment, etc.

• Interpret contract terms and University rules and policies and counsel employees, supervisor, and administrators.

• Assist in the administration of constructive discipline for represented and unrepresented employees.

• Coordinate grievance appeals and informal complaint resolution procedures on behalf of the University.

• Evaluate and recommend changes to programs.

• Perform research and conduct analysis; summarize and effectively communicate findings.

• Assist with projects and special initiatives; may represent department on University committees.

• Prepare related reports and documentation.

• Assign work; ensure proper workflow of the unit; act as lead worker.

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience and degree must be in a relevant field.

Last updated: January 2007