**Job Family Matrix**

**Job Function:** Human Resources  
**Job Family:** HR Labor Relations – Professional

**Job Family Summary:** Provide or manage a range of Labor Relations services, including policy compliance, analysis, and contract interpretation and negotiation in order to promote a cooperative and productive working environment.

<table>
<thead>
<tr>
<th>Job Title: HR Labor Relations Officer II</th>
<th>Job Title: HR Labor Relations Officer III</th>
<th>Job Title: HR Labor Relations Officer IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level: 56</td>
<td>Grade Level: 57</td>
<td>Grade Level: 58</td>
</tr>
<tr>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date: December 2017</td>
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</tr>
</tbody>
</table>

**Job Summary**

<table>
<thead>
<tr>
<th>Independent perform a variety of labor relations activities in support of the University. Assist schools and departments with labor relations issues.</th>
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</thead>
<tbody>
<tr>
<td>Independently perform a variety of complex labor relations activities in support of the University. Provide comprehensive labor relations support and assistance to schools and departments.</td>
</tr>
<tr>
<td>Responsible for providing comprehensive, analyses, reporting, consultation and policy interpretation in support of the University. Assist with University-wide labor relations planning and priorities.</td>
</tr>
</tbody>
</table>

**Core Duties**

- Provide labor cost impact analysis, market research, and analysis of collective bargaining trends
- Participate in the development, maintenance, analysis, and reporting of labor relations metrics that support the University’s efforts to enhance the work environment
- Assist in labor contract and personnel policy interpretation providing strategic data compilation and analysis
- Participate as a member of University negotiating team during negotiations
- Provide input and assistance to labor relations senior staff to interpret and revise policies and to provide consultative services to departments
- Participate on various committees established in collective bargaining agreements
- May make recommendations regarding policy and strategies
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

- Provide comprehensive labor cost impact analysis, market research, and analysis of collective bargaining trends
- Produce and prepare various labor relations metrics and reports; analyzes results to support the University’s efforts to enhance the work environment
- Analyze and interpret contracts and personnel providing strategic data compilation and analysis
- Participate as a member of University negotiating team during negotiations
- Collaborate with labor relations senior staff to interpret and revise policies and to provide consultative services to departments; provide technical advice and problem resolution for a school/unit on varied labor relations issues
- Make recommendations regarding policy and strategies
- Participate on various committees established in collective bargaining agreements
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

- Provide consultation, labor cost analysis, benchmarking and market research, analysis of collective bargaining trends and other analytical support as member of University negotiation teams
- Conduct regular analyses to ensure the University’s employment-related policies are in compliance with applicable federal, state and local laws and regulations
- Provide benchmarking and market research, analysis, and reports in support of policy development and implementation
- Provide strategic data compilation and analysis in support of implementation efforts of new policy or contract provisions and personnel policy administration
- Consult with departments on labor and employee relations issues related to contract and/or policy interpretation
- Formulate and conduct trainings on collective bargaining agreements, labor and employee relations issues and employee policies
- Participate on various committees established in collective bargaining agreements
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations
# Job Family Matrix

## Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience

## Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite
- Working knowledge of labor relations theory and practice
- Knowledge of Microsoft Office Suite
- Advanced knowledge of labor relations theory and practice
- Knowledge of Microsoft Office Suite
- Advanced knowledge of labor relations theory and practice

## Certificates and Licenses

## Physical Requirements
- Work is performed in an office setting

## Working Conditions
- Work is performed in an office setting
# Job Family Matrix

**Job Function:** Human Resources  
**Job Family:** HR Labor Relations – Professional

**Job Family Summary:** Provide or manage a range of Labor Relations services, including policy compliance, analysis, and contract interpretation and negotiation in order to promote a cooperative and productive working environment.

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<th>Job Title: HR Labor Relations Officer V</th>
<th>Job Title: HR Labor Relations Officer VI</th>
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<tbody>
<tr>
<td>Job Code: H0559P</td>
<td>Job Code: H0560P</td>
</tr>
<tr>
<td>Grade Level: 59  Exemption: Exempt</td>
<td>Grade Level: 60  Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date: December 2017</td>
<td>Effective/Revision Date: December 2017</td>
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</tbody>
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**Job Summary**

| Provide specialized and comprehensive labor relations consulting and mediation services to the University community. Lead various labor relations initiatives such as contract negotiations, compliance and issue resolution. | Direct labor relations policy development and implementation. Ensure policies adhere to University goals and applicable laws. |

**Core Duties**

- Participate in the negotiation and administration of University’s collective bargaining agreements
- Provide advice and counsel on the application of employment laws and regulations; provide specialized research and advanced solutions to challenges
- Act as a resource and information source regarding policy development
- Identify areas for efficiency or improvement within existing policies and procedures; recommend improvements
- Provide guidance and counsel to internal constituents on labor issues resolution
- Formulate and conduct training sessions on various employee and labor relations issues
- Work with members of various unions to reach issue resolution
- Participate on various committees established in collective bargaining agreements
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

- Participate in and lead the negotiation, management and administration of University’s collective bargaining agreements
- Participate in and lead the creation and/or amendment of employee-related University policies
- Participate in and lead the monitoring, promotion and enforcement of regulatory, legal and/or policy compliance measures
- Create and lead ad hoc policy creative/review groups
- Liaise with stakeholder groups across the University and interdisciplinary policymakers in other disciplines (e.g., finance, risk management, IT) to create and implement policies
- Provide a full range of labor relations consultation services to schools/departments, including compliance with applicable collective bargaining agreements and University employee policies
- Participate in and lead training for schools and departments on employment-related policy and compliance matters across the University, including the maintenance and development of web-based training and information resources
- Participate on various committees established in collective bargaining agreements
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations
### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 8 years’ relevant work experience
- Master’s degree or equivalent work experience required
- Minimum of 10 years’ relevant work experience

### Additional Qualifications and Skills
- JD Preferred
- Knowledge of Microsoft Office Suite
- Demonstrated ability in analysis, negotiation, and problem resolution
- Extensive knowledge of labor contracts, personnel policies, mediation, and negotiating
- Advanced knowledge of federal labor and employment law preferred, including the NLRA, FLSA, FMLA, and ADA
- JD Preferred
- Knowledge of Microsoft Office Suite
- Demonstrated experience in policy creation and amendment processes
- Advanced knowledge of legislative and policy trends in higher education employment
- Extensive knowledge of labor contracts, personnel policies, mediation, and negotiating
- Advanced knowledge of federal labor and employment law preferred, including the NLRA, FLSA, FMLA and ADA

### Certificates and Licenses

### Physical Requirements
- Work is performed in an office setting

### Working Conditions
- Work is performed in an office setting