Human Resources Job Function

HR Labor Relations V
Grade: 59
Job Code: H0559P
Job Family: HR Labor Relations
Job Family Matrix: HR Labor Relations

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.

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

Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 8 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

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting