

Human Resources Job Function

HR Labor Relations II

Grade: 56

Job Code: H0556P

Job Family: HR Labor Relations

Job Family Matrix: [HR Labor Relations](#)

Summary

Independently perform a variety of labor relations activities in support of the University. Assist schools and departments with labor relations issues.

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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite
- Working knowledge of labor relations theory and practice

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting