

Human Resources Job Function

HR Labor Relations III

Grade: 57

Job Code: H0557P

Job Family: HR Labor Relations

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

Summary

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.

Core Duties

- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

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

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting