

## Human Resources Job Function

### HR Labor Relations IV

Grade: 58

Job Code: H0558P

Job Family: HR Labor Relations

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

#### Summary

Responsible for providing comprehensive, analyses, reporting, consultation and policy interpretation in support of the University. Assist with University-wide labor relations planning and priorities.

#### Core Duties

- 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

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 7 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