

## 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