

## Human Resources Job Function

### HR Labor Relations VI

Grade: 60

Job Code: H0560P

Job Family: HR Labor Relations

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

#### Summary

Direct labor relations policy development and implementation. Ensure policies adhere to University goals and applicable laws.

#### Core Duties

- Participate in and lead the negotiation, management and administration of University's collective bargaining agreements
- Participate in and lead the creation and/or amendment of employee-related University policies
- Participate in and lead the monitoring, promotion and enforcement of regulatory, legal and/or policy compliance measures
- Create and lead ad hoc policy creative/review groups
- Liaise with stakeholder groups across the University and interdisciplinary policymakers in other disciplines (e.g., finance, risk management, IT) to create and implement policies
- Provide a full range of labor relations consultation services to schools/departments, including compliance with applicable collective bargaining agreements and University employee policies
- Participate in and lead training for schools and departments on employment-related policy and compliance matters across the University, including the maintenance and development of web-based training and information resources
- 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

- Master's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience

#### Additional Qualifications and Skills

- JD Preferred
- Knowledge of Microsoft Office Suite
- Demonstrated experience in policy creation and amendment processes
- Advanced knowledge of legislative and policy trends in higher education employment
- 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