

<u>JOB TITLE:</u>	Labor Relations Manager/EEO Officer	<u>JCC#:</u>	F100LR
<u>DIVISION:</u>	Human Resources	<u>DATE:</u>	9/27/99
<u>SERVICE CTR:</u>	Labor Relations	<u>REVISED:</u>	9/20/05
<u>FLSA:</u>	Exempt		

ESSENTIAL JOB FUNCTIONS: Works under the general direction of the Director of Human Resources. Establishes and maintains effective labor-management relations and administers the labor relations policy, subject to top management guidance and approval. Represents management in labor relations, including the negotiation, interpretation, and administration of memoranda of understanding. Establishes and implements the Affirmative Action/Equal Employment Opportunity Programs for minority and female employment and advancement, in compliance with government legislation and management's directives. Maintains an effective interface with all employees and investigates, compiles, and submits required AAP/EEO statistical reports. Manages administration of the ADA II, FMLA, and HIPAA compliance programs for the City. Specific essential job functions include:

1. Prepares, conducts, and supervises participation in bargaining unit negotiations. Responsible for administering all provisions of the agreements.
2. Acts as management representative in contact with employee representative officials on all matters pertaining to promotions, demotions, transfers, separations, layoffs, and wage and salary adjustments.
3. Interprets MOUs and advises supervisors on courses of action in settlement of grievances under established grievance procedure.
4. Maintains records and prepares reports on bargaining unit activities. Assembles and analyzes information on trends in labor relations. May prepare management studies on seniority, layoff procedures, and related subjects.
5. Consults and advises management on the application of regulations and statutes, including EEO and other statutes.
6. Manages and monitors the City's compliance with ADA II, FMLA, and HIPAA requirements to prevent illegal discrimination on the basis of disability, to maintain compliance with record keeping requirements, and to ensure confidentiality of private information. Recommends revisions to City policies, forms, and documents, such as job descriptions, for compliance.
7. Prepares or supervises preparation of briefs for arbitration and labor litigation cases, and conducts presentation at the hearings.
8. Prepares and manages delivery of training in labor relations, MOU interpretation, labor law application, as well as ADA II and FMLA, for management and supervisory personnel.
9. Establishes and monitors EEO Affirmative Action programs for all divisions of the City.
10. Assists in the review of City practices relating to the hiring, training, transfer and promotion of minority, female, and disabled employees.

