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

ESSENTIAL JOB FUNCTIONS (CONT'D):

- 11. Manages and participates in investigations of charges of alleged discrimination based on race, sex, age, color, religion, national origin, and physical/mental disabilities, or noncompliance with ADA II, FMLA, and HIPAA requirements filed with various federal, state, and local governments. Advises appropriate response and, where necessary, negotiates conciliation agreements.
- 12. Keeps management informed on the constantly changing governmental requirements through oral and written reports and advises the City's EEO, ADA II, and FMLA coordinators relative to their specific operations.
- 13. Assists and advises management in designing programs to attain and maintain a diverse workforce at all levels within the organization.
- 14. Conducts internal on-site audits on a periodic basis to assure compliance with federal, state, and local legislation regarding compliance with EEO/Affirmative Action, ADA II, FMLA, and HIPAA guidelines and policies.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

<u>TYPICAL PHYSICAL DEMANDS</u>: Must be able to communicate effectively both verbally and in writing with employees at all levels. Requires the ability to operate general office equipment such as a personal computer and telephone.

<u>TYPICAL WORKING CONDITIONS</u>: Majority of work is performed in a general office environment. Must travel to meet with employees for training, inspecting working conditions, or conducting normal business across the city.

MINIMUM QUALIFICATIONS: Graduation from an accredited law school, license to practice law in the State of Tennessee, and eight (8) years professional experience in Labor Relations or a related field to include experience administering EEO programs; or any combination of experience and training which enables one to perform the essential job functions. Experience working with large, diverse groups of bargaining units preferred.

WRITTEN BY:

DATE:

EEO/ADA REVIEW: DATE:

DIVISION APPROVAL: DATE: