



## LABOR RELATIONS REPRESENTATIVE I

JC: HF122  
PG: 02

BU: 91 (NR)  
FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under close supervision, responsible for providing support for labor relations programs activities and operations related to union grievances, negotiation, and settlement functions including interpreting contracts, tracking grievances, preparing discipline actions, disciplinary hearings and notices, and settlement agreements; attends grievance resolution meetings; participates in contract negotiations; performs related duties as required.

### **CLASS CHARACTERISTICS**

This is the professional entry level classification in the Labor Relations series. Classifications at this level are typically used as a training classification and incumbents may have only limited or no directly related work experience. This classification is distinguished from the Labor Relations Representative II by the performance of the more routine tasks and duties assigned to positions within the series.

### **REPORTS TO**

Director of Labor Relations or designee

**EXAMPLES OF DUTIES** - *Duties may include, but are not limited to, the following:*

1. Interprets collective bargaining agreement provisions, rules, and regulations; counsels management on labor relations issues; provides recommendations, alternative solutions, and/or specific actions.
2. Supports client departments in contract compliance.
3. Tracks grievances and discipline preparations.
4. Assists grievances, disputes, and disciplinary actions; confers with employees and labor representatives; researches facts and past practices; makes recommendations and assists with resolution.

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5. Assists with arbitration proceedings; researches and determines facts; confers with legal staff; brief witnesses for hearings; prepares formal documentation; implements resolutions.
6. Assists with the coordination of negotiations; prepares schedule; conducts studies and performs research on positions and issues; evaluates alternatives and recommends solutions; prepares contract language and participates in negotiations.
7. Reviews and disseminates collective bargaining agreements; revises policies and procedures based on negotiations; documents changes and maintains records.
8. Trains management and supervisory personnel on new contract agreements, changes to policies and procedures, and proper documentation techniques.
9. Evaluates trends, practices, and patterns in labor relations; analyzes data; prepares reports and documentation; recommends modifications to programs, policies, and procedures; maintains accurate information, documentation, and records.
10. Responds to and resolves employee inquiries in a courteous manner; provides information within the area of assignment.
11. Performs a variety of special projects relative to assigned responsibilities.
12. Attends and participates in professional group meetings; stays abreast of new trends, legislation, and innovations in the field of labor relations.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of labor relations management
- Basic methods and techniques of negotiating labor relations contracts
- Standard contract language and techniques of interpretation and application
- Principles of business letter writing and basic report preparation
- Current office procedures, methods, and equipment including computers
- Principles and procedures of record keeping
- Related Federal, State, and local codes, laws, and regulations

### **Skill in:**

- Performing a variety of duties in support of the District's labor relations programs
- Interpreting and applying contractual obligations contained in bargaining agreements
- Working effectively with labor unions
- Researching and evaluating labor relations issues
- Organizing and writing technical memoranda, reports, settlement proposals, etc.
- Interpreting and explaining District labor relations policies and procedures
- Preparing clear and concise reports
- Maintaining accurate files and records
- Tracking grievances
- Advocating cases before an arbitrator
- Resolving problems

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- Assisting change procedures
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

### **MINIMUM QUALIFICATIONS:**

#### **Education**

Bachelor's degree in Human Resources, Business Administration, Public Administration, Industrial Relations, Labor Relations, or a closely related field from an accredited college or university.

#### **Substitution**

Professional Human Resources, Labor Relations program, collective bargaining, or related experience may be substituted for the education on a year-for-year basis.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; exposure to computer screens.

#### **Physical Conditions**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 0630 – Human Resources Workers  
**Safety Sensitive:** No

### **CLASSIFICATION HISTORY**

**Created :** June 2002  
**Revised:** June 2019  
July 2023