



## PRINCIPAL LABOR RELATIONS REPRESENTATIVE

JC: HF128

PG: 07

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**

Performs the most technical and complex tasks relative to assigned area of responsibility; ensures work quality and adherence to established policies and procedures; administers labor relations agreements; coordinates assigned activities with other divisions, outside agencies and the general public; may supervise, assign, review and participate in the work of staff responsible for labor relations program activities and operations within the Labor Relations Department; provides highly responsible and complex staff assistance to the Labor Relations Manager; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the highest level in the Labor Relations Representative series. Positions at this level perform the most complex duties assigned to the series, or may be responsible for supervising, assigning, and reviewing the work of subordinate staff, consultants or contractors. This class is distinguished from the Manager of Labor Relations in that the latter has the overall management and supervision of a comprehensive labor relations program.

### **REPORTS TO**

Manager of Labor Relations or designee

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

1. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
2. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and practices.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Administers labor relations agreements; interprets contents of agreements and provides advice to management staff on contractual obligations including disciplinary actions, negotiations, dispute settlement and grievance procedures.
5. Prepares a variety of labor relations documents and reports including settlement agreements, memorandums of understanding, side agreements, statistical reports and related documentation.

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6. Prepares or assists in preparation for arbitration, grievance hearings, and Skelley (pre-disciplinary due process) hearings; performs related investigations, including but not limited to witness interviews or advising managers in the performance of investigations; prepares documents or other physical evidence for use in such proceedings; coordinates the scheduling of witnesses and materials to be used or presented; questions and prepares witnesses; coordinates activities with other divisions or legal counsel as required.
7. Participates in and may perform functions of a District spokesperson in contract negotiations as assigned; drafts and analyzes proposals and performs or obtains related research as assigned; trains bargaining team members; reviews notes taken at bargaining sessions to ensure accuracy; may need to bring hard copies of proposal documents to offsite contract negotiations.
8. Provides staff assistance to the Labor Relations Manager; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Identifies training needs; develops labor relations training programs; trains supervisors or supervises others in the performance of such duties, as assigned by the Labor Relations Manager.
10. Evaluates unit determination issues; may respond to union or coordinate response with Legal Counsel as appropriate.
11. May plan, prioritize, assign, review and participate in the work of staff responsible for labor relations program operations and activities within the Labor Relations Department; ensures work quality and adherence to established policies and procedures.
12. Coordinates labor relations activities with those of other divisions and outside agencies and organizations.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of labor relations.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, and activities of a labor relations program.
- Statutory law and common law rules of labor contract construction and administration.
- Rules of evidence that commonly apply in contract administration matters.
- Methods and techniques of collecting and analyzing data.
- Methods and techniques of statistical analysis.
- Principles and practices of labor relations management.
- Classic and interest based collective bargaining theory and procedures.
- Methods and techniques of developing labor relations training programs.
- Principles and practices of negotiations, grievance/arbitration procedures and conflict resolution.
- Impasse resolution techniques including mediation, rights and interest arbitration.
- Principles and practices of program development and administration.
- Government institutional design and the influence it has on public sector labor

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relations outcomes.

- Basic methods of organizing for and carrying out litigation in arbitration including, but not limited to, case investigation and design, calendaring and monitoring of relevant deadlines, identification, use of or differentiation of relevant laws and case precedents, presentation of physical, demonstrative, and testimonial evidence, preparation and presentation of oral and written argument, making motions and objections, conducting cross examination, and other related activities.
- Relevant laws and regulations as they relate to the labor contracts (e.g. FMLA and attendance management, FLSA, overtime pay, etc.) and potential litigations brought forth by employees.
- Current office software including oral presentation software, spreadsheet software, workflow software, and word processing software.
- Principles of supervision, training, and performance evaluation.
- Related Federal, State, and local laws, codes, and regulations.

### **Skill in:**

- Performing a variety of professional level duties in support of the District's labor relations programs.
- Organizing and writing highly technical and complex memoranda, contract language, settlement documents, reports, and proposals, while assessing the organizational operating and political context in which the written material will apply, and appropriately anticipating questions that may arise so that they are clearly answered in writing.
- Interpreting and applying contract obligations contained in bargaining agreements.
- Working effectively with labor unions. Researching and evaluating labor relations issues.
- Conducting labor relations training programs.
- Supervising, organizing, and reviewing the work of lower-level staff.
- Supervising and coordinating labor relations programs.
- Interpreting and explaining District labor relations policies and procedures.
- Maintaining accurate files and records.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **MINIMUM QUALIFICATIONS:**

#### **Education**

A Bachelor's degree in industrial/labor relations, public administration, business administration, human resources management or a closely related field from an accredited college or university. A graduate degree in industrial or labor relations is desirable.

#### **Experience**

Four (4) years of (full-time equivalent) verifiable professional labor relations program experience within the preceding six (6) years, which must have included at least two (2) years in contract negotiations on one or more assigned labor contracts.

#### **Substitution**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

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Other Requirements

Must be able to work long hours for extended periods.

**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 and for occasional pushing, pulling and lifting of boxes and other items weighing up to 30 pounds.

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

**CLASSIFICATION HISTORY**

**Created :** November 2003  
**Revised:** April 2023  
**Reviewed:**