

Job Family Matrix

Job Function: Human Resources		Job Family: HR Labor Relations – Professional	
Job Family Summary: Provide or manage a range of Labor Relations services, including policy compliance, analysis, and contract interpretation and negotiation in order to promote a cooperative and productive working environment.			
Job Title: HR Labor Relations Officer II		Job Title: HR Labor Relations Officer III	
Job Code: H0556P		Job Code: H0557P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: December 2017		Effective/Revision Date: December 2017	
Job Summary		Job Summary	
Independently perform a variety of labor relations activities in support of the University. Assist schools and departments with labor relations issues.		Independently perform a variety of complex labor relations activities in support of the University. Provide comprehensive labor relations support and assistance to schools and departments.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Provide labor cost impact analysis, market research, and analysis of collective bargaining trends • Participate in the development, maintenance, analysis, and reporting of labor relations metrics that support the University's efforts to enhance the work environment • Assist in labor contract and personnel policy interpretation providing strategic data compilation and analysis • Participate as a member of University negotiating team during negotiations • Provide input and assistance to labor relations senior staff to interpret and revise policies and to provide consultative services to departments • Participate on various committees established in collective bargaining agreements • May make recommendations regarding policy and strategies • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 		<ul style="list-style-type: none"> • Provide comprehensive labor cost impact analysis, market research, and analysis of collective bargaining trends • Produce and prepare various labor relations metrics and reports; analyzes results to support the University's efforts to enhance the work environment • Analyze and interpret contracts and personnel providing strategic data compilation and analysis • Participate as a member of University negotiating team during negotiations • Collaborate with labor relations senior staff to interpret and revise policies and to provide consultative services to departments; provide technical advice and problem resolution for a school/unit on varied labor relations issues • Make recommendations regarding policy and strategies • Participate on various committees established in collective bargaining agreements • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Provide consultation, labor cost analysis, benchmarking and market research, analysis of collective bargaining trends and other analytical support as member of University negotiation teams • Conduct regular analyses to ensure the University's employment-related policies are in compliance with applicable federal, state and local laws and regulations • Provide benchmarking and market research, analysis, and reports in support of policy development and implementation • Provide strategic data compilation and analysis in support of implementation efforts of new policy or contract provisions and personnel policy administration • Consult with departments on labor and employee relations issues related to contract and/or policy interpretation • Formulate and conduct trainings on collective bargaining agreements, labor and employee relations issues and employee policies • Participate on various committees established in collective bargaining agreements • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 		<ul style="list-style-type: none"> • Provide consultation, labor cost analysis, benchmarking and market research, analysis of collective bargaining trends and other analytical support as member of University negotiation teams • Conduct regular analyses to ensure the University's employment-related policies are in compliance with applicable federal, state and local laws and regulations • Provide benchmarking and market research, analysis, and reports in support of policy development and implementation • Provide strategic data compilation and analysis in support of implementation efforts of new policy or contract provisions and personnel policy administration • Consult with departments on labor and employee relations issues related to contract and/or policy interpretation • Formulate and conduct trainings on collective bargaining agreements, labor and employee relations issues and employee policies • Participate on various committees established in collective bargaining agreements • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite Working knowledge of labor relations theory and practice 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite Advanced knowledge of labor relations theory and practice 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite Advanced knowledge of labor relations theory and practice
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting

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Job Function: Human Resources	Job Family: HR Labor Relations – Professional
Job Family Summary: Provide or manage a range of Labor Relations services, including policy compliance, analysis, and contract interpretation and negotiation in order to promote a cooperative and productive working environment.	
Job Title: HR Labor Relations Officer V	Job Title: HR Labor Relations Officer VI
Job Code: H0559P	Job Code: H0560P
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: December 2017	Effective/Revision Date: December 2017
Job Summary	
Provide specialized and comprehensive labor relations consulting and mediation services to the University community. Lead various labor relations initiatives such as contract negotiations, compliance and issue resolution.	Direct labor relations policy development and implementation. Ensure policies adhere to University goals and applicable laws.
Core Duties	
<ul style="list-style-type: none"> • Participate in the negotiation and administration of University’s collective bargaining agreements • Provide advice and counsel on the application of employment laws and regulations; provide specialized research and advanced solutions to challenges • Act as a resource and information source regarding policy development • Identify areas for efficiency or improvement within existing policies and procedures; recommend improvements • Provide guidance and counsel to internal constituents on labor issues resolution • Formulate and conduct training sessions on various employee and labor relations issues • Work with members of various unions to reach issue resolution • Participate on various committees established in collective bargaining agreements • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	<ul style="list-style-type: none"> • 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

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience 	<ul style="list-style-type: none"> • Master's degree or equivalent work experience required • Minimum of 10 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • JD Preferred • Knowledge of Microsoft Office Suite • Demonstrated ability in analysis, negotiation, and problem resolution • 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 	<ul style="list-style-type: none"> • 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	Certificates and Licenses
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting