| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 9/4/2024 | FA9846 | Labor Relations Administrator | FAXXXX |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Business Operations | Human Resources | Professional Technical Admin II | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  Choose an item. | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Click or tap here to enter text. **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| Bargaining unit contract administrator for Administrator, Support, Police and Facilities union collective bargaining agreements. Lead all investigations related to all allegations of misconduct by Administrator, Support, Police and Facilities employees, and other bargaining units and non-bargaining employees as assigned. Exercise complex problem-solving techniques that include a combination of College procedures, applicable collective bargaining language, legal compliance, alignment with similar past situations, public perception, and stakeholder input. Provide expertise and responsive service in the following areas: issue resolution; grievance administration, prevention, and resolution; contract bargaining, administration, and interpretation; and supervisor coaching related to leadership issues and employee performance issues. Act as subject matter expert in all areas related to applicable collective bargaining agreements. Develop and maintain positive working relationships with union and College leadership. Provide guidance and direction to all levels of administration related to labor and employee issues. Demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy. Support the resolution of issues that involve deviations from Collective Bargaining Agreements, including Letters of Agreement, and from Board policies. Participate in and advise the negotiations of Collective Bargaining Agreements as well as Grievance processes at all levels. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| None |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 20 | 1 | HR Partner:  The Lead Non-Academic Labor Relations Professional serves in partnership to the College and College employees. The incumbent understands the “business” of their constituents, provides solutions and solves problems quickly and effectively.  Collaborating with leadership and peer team members, the Lead Non-Academic Labor Relations Professional will craft procedures, plans and strategies. The scope of services this position provides to employees includes administration of all College collective bargaining agreements, grievance administration, mediation and arbitration administration, collective bargaining, facilitation of training and education on collective bargaining agreements.  The Lead Non-Academic Labor Relations Professional must have well rounded knowledge and experience in all of these areas:   * Ensures consistent and equitable application of HR procedures, and applicable Board policies. * Serves as primary contact with employees and managers regarding HR procedures, processes and collective bargaining agreements. * Provides effective and timely communication of changes in HR procedures and collective bargaining agreements. * Establishes and maintains HR best practices and ensures that processes are measured regularly and modified as appropriate. * Counsels and advises managers on personnel issues, employee performance concerns, employee coaching, development of performance improvement plans, employee investigations, employee counseling and corrective action, application of collective bargaining agreements, layoffs and terminations. * Provides training and development to constituents as needed. * Supports the mission, goals, objectives, values and culture of the college. |
| 50 | 2 | Labor and Employee Relations:   * Resident expert in Administrator, Support, Police and Facilities union collective bargaining agreements, letters of agreements, investigation, corrective action and performance improvement plans. * In collaboration with HR Director of Labor and Employee Relations, chief contract administrator of Administrator, Support, Police and Facilities union Labor Agreements, chief negotiator, as delegated, or negotiation partner of Administrator, Support, Police and Facilities union Labor Agreements. Administrator of other collective bargaining agreements, as assigned. Provides contract administration in the areas of dispute resolution, bargaining unit clarification, College policies and procedures, and federal and state labor law compliance. * Prepares for and participates in collective bargaining meetings, including contract negotiations. * Lead responsibility for conducting investigations of allegations of misconduct or performance deficiencies for Administrator, Support, Police and Facilities employees, and other union on non-union employees as assigned. Works collaboratively with administrative supervisors, executive leadership, union leaders, and other partners to ensure investigations are complete, unbiased, and complaint with College policies and procedures, and collective bargaining agreement language, applicable laws, and are in alignment with previous decisions on similar cases. Drives collective efforts of affected parties to provide timely outcomes. * Maintains appropriate investigatory files. Tracks and reports progress on all employee issues and investigation as appropriate. * Guides the development, execution, and follow-up related to Performance Improvement Plans. * Responsible for Administrator, Support, Police and Facilities union grievance administration, including mediation and arbitration processes. Coordinates with internal stakeholders, internal partners and outside legal counsel with regards to Collective Bargaining Agreement Grievance administration. * Researches and stays current on labor and employee relations trends. * Understands and adheres to the labor and employee relations strategy and objectives, bargaining parameters for the College. * In partnership with the HR Director of Labor and Employee Relations, responsible for completion of collective bargaining agreement negotiations, within the established parameters, including all facets from collaboration with purchasing on facilitation services, printing, etc., engaging stakeholders, completion of negotiations, completion of all documentation relative to negotiations, representation of the College relative to presentation of tentative agreements for approval, completion of final agreements, letter of agreement, etc., publication of finalized agreements, and education on the agreements. * Acts as a liaison between supervisors and union representatives; provides advice and counsel to managers and supervisors regarding personnel practices, policy, and employment laws. |
| 10 | 3 | Employee Relations:   * Provides employee relations support to all College employees, including all non-union employees. * Counsels and advises managers and supervisors on performance management processes and competencies including evaluating direct reports, providing feedback, employee performance improvement and other related activities. * Guides the development, execution, and follow-up related to Performance Improvement Plans. * Maintains appropriate investigatory files. Tracks and reports progress on all employee issues and investigation as appropriate. * Responsible for administration and training on performance management of employees, including regular review cycles. * Responsible for Exit Interviews of employees. * Administers unemployment insurance processes, including representing College in unemployment hearings and overseeing documentation development and distribution |
| 5 | 4 | Title IX:  Lead responsibility for employee Title IX investigations, in coordination with internal stakeholders, where the respondent is an Administrator, Support, Police and Facilities member. Leads other investigations as assigned. |
| 5 | 5 | Supports and encourages continuous improvement and strategic initiatives for the College. |
| 5 | 6 | Promotes non-discrimination and diversity within the College. |
| 5 | 7 | Other duties as assigned. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| **Leadership Skills** - Helps colleagues grow professionally. Gives constructive feedback.  **Customer Service** – Provides and promotes exemplary customer service for internal and external customers.  **Communication Skills** - Effectively listens. Effective oral and written communication. Seeks and considers others’ ideas on issues that affect them. Creates atmosphere for open and honest dialogue. Ability to simplify, organize and communicate information in a clear and concise manner.  **Interpersonal Relationships** - Accessible and responsive to others. Handles confidential information. Appropriate follow-up. Positive attitude.  **Critical Thinking/Problem Solving** - Produces creative, innovative, workable solutions in a timely manner. Seeks input.  **Budget/Data Driven Decision Making** - Fiscally responsible leader. Understands and completes budget process in a timely manner. Collects, analyzes, and utilizes data for decisions. Follows through in a timely manner.  **Diversity and Community** - Practices respect for students, staff, and community.  **Personal Skills** - Understands and manages self in professional manner. Willing to learn. Encourages a balance for self and others (supports wellness). Models accountability and integrity. Knowledge of adult learning theory and practice.  **Technology** - Understands and manages technology in a professional manner. Uses technology where appropriate to improve effectiveness, efficiency, and/or productivity.  **Facilitation** - Stimulates group effort and teamwork toward achieving objectives. Spends required time informally teaching department staff. Leads meetings effectively.  **Values** - Contributes to an environment that promotes LCC values. Effectively links mission, vision, values to department work. |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * Bachelor’s degree with major coursework in human resource development, business, psychology, communication, career development, organizational development, adult education, or closely related field, and significant years of relevant experience OR equivalent combination of education and experience (e.g. Associate’s Degree and seven years relevant experience) * Experience in the areas of labor and/or employee relations as investigator or contract administrator   **Preferred**   * SPHR and/or SHRM-SCP * Master’s Degree * Contract administration in higher education * Contract administration in public sector * Demonstrated experience in Title IX investigations * Demonstrated experience in employee relations * Demonstrated experience in the unemployment insurance process |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Chelsea Ditz **Supervisor’s Signature:**ELT Signature, Chelsea Ditz**Date:** \_9/3/2024\_\_\_\_\_\_\_

**Dean/ELT’s Name:** Chelsea Ditz **Dean/ELT’s Signature:** \_ELT Signature, Chelsea Ditz **Date:** \_\_9/3/2024\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe\_\_\_\_\_ **Date:** \_\_9/4/2024\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** FA9844 **Date:** **9/3/2024 Supervisor’s Position #:** FAXXXX

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises