Assistant Director of Human Resources – Labor and Employee Relations

GENERAL SUMMARY
The Assistant Director of Human Resources - Labor and Employee Relations is responsible for managing and overseeing the operations of Pierce County’s Labor and Employee Relations Division.

SERIES CONCEPT
None.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Management of the County’s labor and employee relations division which includes ongoing labor negotiations, employee misconduct investigations, corrective, and disciplinary action, EEO complaints and investigations, ADA program, drug and alcohol program, and unemployment claims and hearings.
- Plan and develop the County’s overall strategy and policies for the labor and employee relations programs.
- Provide effective leadership and management to assigned staff.
- Represent the County before the Executive and County Council on labor relations issues. Prepare reports and other materials and present information as needed.
- Play an integral role on the Human Resource management team.
- Provide oversight to the Chief Negotiator in the administration of collective bargaining agreements (CBA) and labor-management relations functions to include the grievance and arbitration process, hearings on labor matters before the Public Employment Relations Commission, and the negotiation of County CBAs. Ensure a proper balance between union demands and the need for effective and efficient County management.
- As the designee for the HR Director, respond to grievances brought forward to HR through the grievance processes as final step before arbitration.
- Ensure consistent County-wide interpretation and application of labor and employee relations laws, rules, policies, procedures, labor contracts, and administrative guidelines.
- Provide counsel to staff and managers regarding investigation of employee misconduct, corrective, and disciplinary actions, and EEO allegations.
- Develop and interpret policies and procedures to ensure adherence to all applicable laws, regulations, and policies include FLSA interpretations and guidance.
- Monitor changes in federal, state, and local laws and regulations to ensure department maintains compliance and is positioned to take advantage of opportunities.
• Advise managers and department directors regarding interpretation of contracts. Facilitates problem-solving, problem prevention, and best practices in labor-management relations.
• Oversee, monitor, and administer the labor and employee relations division operating budget.
• Develop and provide training on human resource topics for department directors, managers, and staff.
• Effectively communicates with managers and staff to ensure proper facilitation and ensure adherence to policies, procedures, and applicable bargaining agreements. Ensure that written documents are prepared in a professional manner, including grammar, spelling and punctuation, and accuracy.
• Serve as an advocate for clients and customers of the department, and keep stakeholders and advocates informed.
• Establish and maintain effective working relationships with County officials, employees, and the public.
• Manage or participate in special projects/programs requiring labor and employee relations stakeholder input.
• Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.

Other Job Functions
• Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Bachelor's Degree in human resources management, labor relations, business or public administration, or related field and seven (7) years of progressively responsible experience in human resources which must include experience in labor/employee relations management OR any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the position is required. Demonstrated experience managing teams. Must be able to work in a Labor/Management Partnership environment.

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
Public Sector experience preferred.

SUPERVISION
The Labor and Employee Relations Manager reports directly to the Director of Human Resources and has full supervisory responsibility for assigned employees and is responsible to plan, assign, direct, supervise, and evaluate the work of professional staff.

COMPETENCIES
Knowledge of:
• Principles of effective management and supervision.
• Principles and practices of public sector labor relations, and leadership principles.
Pierce County organizational structure and relationships of the department with other County departments, the Pierce County Council, and outside agencies.

- Diversity, equity, and inclusion strategies.
- Strategic planning and change management approaches.
- Continuous process improvement techniques.
- Methods and techniques of budget preparation and execution.

**Skill in:**
- Working with a variety of individuals from diverse backgrounds.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem-solving.
- Negotiating and working with confidential and sensitive issues.
- Building consensus among diverse individuals with varying opinions.
- Conducting investigations, interviewing, fact gathering and analysis.
- Writing reports with a recommended resolution.
- Presenting oral arguments before committees, hearing boards, arbitrators, or others.
- Strong working knowledge of employment laws and regulations (ADA, EEO, FMLA) and the ability to appropriately spot employment risk issues

**Ability to:**
- Analyze situations quickly and determine proper course of action using sound independent judgment to make decisions.
- Plan and establish goals and objectives for long range goals.
- Establish and maintain collaborative working relationships with all levels of staff and groups, both internal and external to the County.
- Develop and administer complex policies and procedures, regulations, systems, and other activities.
- Interpret, apply, and explain codes, rules, regulations, policies, and collective bargaining agreements.
- Effectively proofread documents prepared by subordinate staff.
- Conduct effective interviews, investigations, and labor negotiations.
- Appropriately spot employment risk issues and provide sound recommendations and solutions.
- Understand and resolve complex problems.
- Plan and evaluate the work of staff and ensures accountability.
- Work under stress and pressure and respond to crises or emergency situations.
- Understand, follow, and deliver written and verbal instructions.
- Communicate effectively verbally and in writing.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Manage or participate in special projects/programs requiring labor and employee relations stakeholder input, as needed.
WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
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</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold <em>(below 32 degrees)</em></td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat <em>(above 100 degrees)</em></td>
<td>Seldom or Never</td>
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<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
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<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
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<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
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<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
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<tr>
<td>Loud noises <em>(85+ decibels such as heavy trucks, construction)</em></td>
<td>Seldom or Never</td>
</tr>
</tbody>
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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is conducted primarily in an office environment. Extended periods of concentration and sedentary work is required. Work is subject to frequent interruptions and normal office noise. Finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Travel to various work sites and/or meeting locations may be required.