**GENERAL SUMMARY**

This is general professional and technical work in the field of labor relations. Incumbents in this classification perform a variety of specialized duties in one or more functional areas in labor relations.

The Labor Relations Specialist has a (1) year initial probationary period.

**SERIES CONCEPT**

This job class is the first level in a three-level series: Labor Relations Specialist, Labor Relations Analyst 1, and Labor Relations Analyst 2. Labor Relations Specialist exercises a lesser degree of independence performing functions which assist in the performance of Labor Relations functions.

**Special Note:** The Labor Relations Specialist is typically a training position and has a lesser degree of responsibility and limited independence. Incumbents are eligible for progression to the Labor Relations Analyst 1 classification based on performance (ability to meet the knowledge, skills, and abilities outlined in the competency checklist) and operational needs at the discretion of the department.

**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.*

- Assist with analyzing language in collective bargaining agreements for compliance with federal, state, and local laws and policy and management practice and makes recommendations for changes as appropriate.
- Analyze union proposals including compensation and benefit proposals and assists in development of proposals and strategies in collective bargaining.
- Assist with conducting fact-finding interviews and investigations of charges of employee misconduct, grievances filed by employees, and allegations of violations of collective bargaining agreement including notetaking.
- In a training capacity, may drafts reports of findings and recommendations, disciplinary documents, grievance responses, and County proposals for bargaining.
- Serve as a member of the negotiating team, provide administrative support to the lead negotiator. Research state and federal laws and case precedents dealing with collective bargaining issues and processes to determine applicability and/or impact to the Pierce County. Prepare materials needed for negotiations.
- Assist with administration of ADA, CAT leave, and Shared Sick Leave programs.
- May work a schedule, which includes evening, weekends, holidays, and overtime.
• 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
A Bachelor’s degree in human resource management, labor relations, public or business administration, or closely related field. Experience assisting others in an employee and labor relations work environment preferred. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally for the recruiting requirements.

Licenses or Certifications

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

PREFERRED QUALIFICATIONS

SUPERVISION
This job class does not supervise. Work performed involves the use of independent judgment in limited areas and is performed under the general supervision and direction of an administrative superior.

COMPETENCIES

Knowledge of:
• Principles and practices of collective bargaining, grievance, and arbitration processes.
• Practices and principles of data gathering and analysis, statistical analysis, and presentation.
• Applicable public sector labor law practices and precedents.

Skill in:
• Notetaking in a variety of settings.
• Research of information in preparation of negotiation sessions.
• Use and operation of personal computer system applications and software programs.
• Working with a variety of individuals from diverse backgrounds.

Ability to:
• Work under demanding and tight time constraints.
• Apply modern mathematical concepts and processes, interpret and present statistical information, and make accurate mathematical calculations.
• Understand and follow instructions.
• Work effectively and productively with others.
• Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

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.