

**CLASS TITLE: HUMAN RESOURCES ANALYST II
(LABOR RELATIONS)**

**Class Code: 02782703
Pay Grade: 29A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: At the journeyman level of expertise, to undertake routine professional special and/or recurring assignments in the field of Labor Relations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor with latitude for initiative and independent judgement in the utilization of professional standards and techniques; work is reviewed for satisfactory results and conformance to applicable guidelines and regulations.

SUPERVISION EXERCISED: Usually none. May mentor or lead junior professional staff specified time frames.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

At the journeyman level of expertise, to undertake routine professional special and/or recurring assignments in the field of Labor Relations.

To perform a variety of professional assignments in the field of labor relations, including contract negotiations, contract administration and representation for labor relations issues.

To assist and act in a confidential capacity to managers who formulate, determine and effectuate management policies in the field of labor relations; to have access to confidential information concerning proposed or anticipated changes which may result from collective bargaining negotiations.

To assist in contract negotiations by meeting with the various labor employees representative organization; to present contract offers and receive offers for review and acceptance by management.

To consult with agency staff, union representatives, and management personnel concerning labor relations issues; to provide technical advice in the implementation of organizational strategies related to contractual topics.

To represent the management position in matters arising from labor relations problems, including appearances before legal tribunals and arbitration forums.

To proposed written and oral draft interpretations of labor contracts for distribution to the various divisions/units/agencies in order to ensure a uniform and common understanding, interpretation, and application.

To assist administrative staff in the preparation of material for grievances and arbitration's, and to review such following said hearings.

To review with administrative staff, on a regular basis, contract applications, implementation of grievance and arbitration decisions, and related decisions.

As required, to hear grievances arising under the various collective bargaining agreements and render written decisions thereon.

To ensure hearings are conducted in a fair and orderly manner.

To assist in the planning, organization and implementation of assigned labor relations activities.

To draft contract language proposals.

To utilize electronic equipment, computer software, automated databases and related technology and equipment in the research and development of HR products and analyses.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the principles, practices, and techniques of labor relations and the ability to apply said techniques in a major, coordinated labor relations program; a working knowledge of the laws affecting labor relations in state government; a working knowledge of the rules, regulations and techniques affecting labor contract negotiations and the ability to apply them; a familiarity with related federal and state statutes, regulations and guidelines; the ability to communicate effectively and develop cohesive written reports and analyses; the ability to establish effective working relationships with a variety of internal and external customers; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a bachelor's degree with specialization in public administration, human resources management, psychology, education, or a closely related field, including or supplemented by courses in personnel administration; and

Experience: Such as may have been gained through: employment in a responsible professional position involving the application of modern personnel management principles and techniques in the area of labor relations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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