

## **SENIOR LABOR RELATIONS NEGOTIATOR**

### **DEFINITION**

Under the general direction, represents trial courts as independent employers in contract negotiations with exclusive representatives of employee bargaining units and administers negotiated memoranda of understanding; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Senior Labor Relations Negotiator* is a professional classification. In addition to representing trial court management and serving as chief spokesperson in labor negotiations with employee organizations; this class is distinguished from Labor Relations Negotiator in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work. Incumbent will also act as primary business developer and liaison to trial court management for initiating new work throughout the State.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Continually establishes and maintains cooperative working relationships with trial court management, agencies, labor organizations and groups concerned with personnel practices, and employee/labor relations to develop strategies and plans in order to brand AOC Labor Relations Unit as “negotiators of choice” for trial courts.
- Plans, organizes and leads the daily operations of the Labor Relations Negotiations Unit staff, programs and functions, including setting work priorities, determining methods and procedures, resolving problems, selecting alternatives.
- May head special committees and task forces on employee and labor relations.
- Coordinates, develops and prepares the trial court's bargaining position for labor negotiations; secures input from judicial officers, the court executive officer and administrative staff.
- Participates in the selection of court bargaining teams; ensures that affected court constituents are involved and informed about the status of the bargaining process; establishes procedures and communication channels between the bargaining team, the court's Executive Committee, and all other appropriate parties.
- Develops (with Court input) an overall theme and strategy for bargaining; works with bargaining team to create solid arguments and strategies that permit implementation of a coherent plan at the table; analyzes trends and best practices to support successful negotiations.

- Writes, interprets and researches contract language to achieve the goals set by the trial court; upon receipt of counterproposals, identifies possible alternative compromise solutions that will likely achieve a deal.
- Develops labor contract costing models to accurately cost out court and union proposals.
- Serves as the official spokesperson of court management at the bargaining table; must be able to handle stress and intense discussion of ideas.
- Consults with trial courts in the administration of recently-agreed upon memoranda of understanding (MOUs); advises court management and staff regarding consistent, equitable interpretation and application of MOUs.
- Reviews and develops responses to grievances appealed to the court executive officer, presiding judge, or executive committee; investigates and coordinates responses to informal and formal unfair labor practice charges filed by employee organizations against a trial court.
- Assists trial court management in development of ongoing labor relations policies and strategies.
- Serves as ongoing liaison between the trial court, the AOC's Office of General Counsel, Human Resources Division and Executive Office on all matters concerning trial court labor-management relations, including statewide labor relations policies and initiatives.
- Ensures that applicable statutory and trial court policies governing union access and other organizing activities comply with the Trial Court Employment Protection and Governance Act and other applicable laws.
- Provides lead direction, training, and work review to HR Analysts supporting Chief Negotiator; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Provides consultation on organizational development issues and develops short- and long-range organizational development plans.
- Identifies and proposes training workshops and designs management training programs and associated curricula development.
- Develops and implements specialized labor relations policies, procedures, projects, and programs.
- Reviews legislation for impact on labor relations programs.
- Responds to sensitive or complex inquiries from the staff, the courts, and management relating to human resources matters, and resolves problems or issues arising from such inquiries.

## **WORKING CONDITIONS**

- Work evening and weekend hours as necessary.
- May be required to travel statewide as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- Collective bargaining process in the public and/or private sectors.
- Collective bargaining principles, including recognition of exclusive bargaining representatives, management rights, scope of bargaining, and unfair labor practices.
- Labor laws, rules and regulations.
- Negotiation principles, including negotiations preparation, trust building, effective listening, understanding settlement ranges and best alternatives to a negotiated agreement (e.g., impasse procedures).
- Grievance and arbitration procedures.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Basic supervisory principles and practices.
- Principles of project management.
- Principles and techniques of preparing effective oral presentations.

### **Ability to:**

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Act effectively as Chief Negotiator of management team in contract negotiations.
- Interpret and apply labor laws and provisions of memoranda of understanding.
- Obtain, analyze, and evaluate data involving labor relations, salary administration, and fringe benefits.
- Interact with high level management and translate expressed management desires into comprehensive employer bargaining proposals.
- Communicate effectively with representatives of employee organizations.
- Use good judgment and make sound decisions in situations involving time pressures and emotional stress.
- Prioritize, and coordinate multiple work activities and meet critical deadlines.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Licenses and Certificates:**

None.

### **Education and Experience:**

Equivalent to a Bachelor's degree from a recognized college or university with major course work in industrial relations, personnel administration, or other closely related field and seven years of professional experience negotiating labor agreements between management and employee organizations, including one year of lead experience for those positions identified as lead.

OR

Sr. Labor Relations Negotiator

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Two years as a Labor Relations Negotiator specializing in labor relations with the judicial branch.

Additional qualifying experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the seven years of required experience.

**Desirable Qualifications:**

Active membership in the State Bar of California.