



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL EMPLOYEE RELATIONS SPECIALIST

<b>Group-Section:</b> Human Resources	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 60 <b>Job Code #:</b> YC40
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### JOB SUMMARY

This is the specialized advanced journey level in the Employee Relations Specialist series. Employee Relations Specialist at this level are responsible for formulating and administering the employee relations and/or Equal Employment Opportunity investigation programs subject to guidelines and approval as well as representing management in the negotiation, interpretation and administration of collective bargaining agreements.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from the Senior Employee Relations Specialist by the highly complex nature of the work assignments; authority to exercise broad discretion and independence; and responsibility to train managers in either Employee Relations or Equal Employment Opportunity related matters. They are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Serves as an advisor to an assigned group or department in various aspects of human resources administration.
2. Represents the District and advises the District Chief Negotiator during contract negotiations so that the needs are considered in negotiation of final agreements.
3. Represents the District in all discussions and agreements with employee organizations concerning contracts, contract modifications, work rules and procedures so that the intent of the negotiated agreement is adhered to by management. May take the lead in negotiating side letters of agreement, and grievance settlement agreements with employee organizations.

4. Provides management with authoritative interpretations of negotiated agreements, develops training materials, and conducts training programs to ensure that they have the information needed to understand and adhere to negotiated agreements.
5. Provides management with leadership and guidance in the review and settlement of grievances so that the management's rights are protected by providing a consistent and uniform interpretation of negotiated agreements.
6. Maintains records and prepares reports on union activities; assembles and analyzes information on trends; prepares management studies on seniority, layoff and related subjects so that management has current and relevant information.
7. Conducts intake interviews with potential complainants.
8. Plans and organizes investigations, including developing witness lists and lines of questioning.
9. Investigates complaints and/or charges of discrimination, unlawful workplace harassment and/or retaliation to determine the validity of the charges, means of resolution, and impact to the organization.
10. Analyzes information gathered and prepares reports which include fact finding, narrative summaries and conclusions related to an investigation.
11. Performs other related duties as required.

**EMPLOYMENT STANDARDS**  
**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's degree from an accredited college or university in a related field, and eight years of relevant experience; or four years as a MWD Senior Employee Relations Specialist.

**Required Knowledge of:** Labor relations and Human Resources principles, practices, and procedures; research methods and techniques; reference libraries and sources; variables, assumptions and mathematical calculations sufficient to prepare costing exhibits of labor contract proposals; grievance and interest arbitration hearing procedures; methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

**Required Skills and Abilities to:** Organize ideas, conceptualize problems, categorize relevant and irrelevant data; prepare reports; formulate and draft management contract proposals; communicate clearly and concisely both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; operate office equipment including computers and supporting applications.

## **CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

## **DESIRABLE QUALIFICATIONS**

None

## **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.