



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SENIOR EMPLOYEE RELATIONS SPECIALIST

<b>Group-Section:</b> Human Resources	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 54 <b>Job Code #:</b> YC41
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### JOB SUMMARY

This is the advanced journey level performing Senior Employee Relations Specialist job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from the Employee Relations Specialist by the greater level of independence in consulting with managers on policy, procedure, and contract interpretation and adherence. They are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. 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. Represents management in the interpretation, and administration of collective bargaining agreements, and may assist in the negotiation of those agreements.
2. Interprets and advises management on complex contract administration questions to ensure that the existing contract is administered consistently.
3. Researches assigned aspects of law and arbitral precedent related to contract proposals and grievance matters, to ensure consistency with laws, discover precedent in the areas of law and arbitration and to support employer positions on contract language in negotiations and arbitrations.
4. Prepares graphs, charts, tables, and summarizes the economic implications of management and labor contract proposals.
5. Provides recommendations for language, cost, and impact on operating requirements for labor contract proposals.

6. Prepares training curriculum and instructs management on administration of the terms and conditions of the labor agreement and on general and specific knowledge areas of employee relations to ensure that the existing contract is consistently administered and that employee grievances are minimized.
7. Identifies and summarizes those areas of existing contracts which have caused operating difficulties over the term of the contract and recommends contract modifications by reviewing grievance records, discussions with management.
8. May serve as an advisor to an assigned group or department in various aspects of human resources administration.
9. Conducts intake interviews with potential complainants.
10. Plans and organizes investigations, including developing witness lists and lines of questioning.
11. 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.
12. Analyzes information gathered and prepares reports which include fact finding, narrative summaries and conclusions related to an investigation.
13. 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 six years of relevant experience; or three years as a MWD 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.