



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

EMPLOYEE RELATIONS SPECIALIST

Group: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 51 Job Code #: YC42
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

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

Supervision Given: May act as a lead. May Coordinate and review 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. Gathers documents for Legal or outside counsel in preparation of grievance appeals.
2. Interprets and advises management on routine and complex contract administration questions to ensure they are 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. Assists in preparing curriculum for 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, resolved, or processed correctly to arbitration, by selecting concepts, materials and training activities.

7. Reviews grievance records, researches grievance arbitration decisions, and identifies and summarizes areas of existing contracts which have caused operating difficulties over the term of the contract.
8. Researches, and presents case information in administrative forums for bargaining unit clarifications and related hearings.
9. Assists in the analysis and collection of data pertaining to investigations of complaints and charges of discrimination, unlawful workplace harassment and retaliation to prevent the violations of policy and federal and state laws.
10. 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 four years relevant experience.

Required Knowledge of: Labor relations and Human Resources principles, practices, and procedures; research methods and techniques; 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; 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.