

## LABOR RELATIONS SPECIALIST SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Prob. Area</u>	<u>Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4690	Labor Relations Specialist I <i>Representative</i>	03	630	6 mo.	00/00/00	Rev.
4691	Labor Relations Specialist II	03	630	12 mo.	00/00/00	Rev.
4692	Labor Relations Specialist III <i>Supervisor</i>	03	630	12 mo.	00/00/00	Rev.

***Promotional Line: 305***

### Series Narrative

Labor Relations Specialists are professionals responsible for administering and performing activities related to union contract agreements, negotiations, and other related matters. They advise and assist campus units in the responsibilities of the university/college and union groups, conduct grievance hearings, and negotiate wages and benefits for employees. Employees in this series are specialists in the sense that their ongoing duties are confined to the labor relations area. Cross training may occur, however, when its purpose is to handle emergent work flow.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Labor Relations Representative** **4690**

Employees in positions allocated to this level of the series are professionals performing labor relations duties (such as conducting labor relations counseling, performing labor relations research, acting as spokesperson in negotiations, and assisting in the training of lower level personnel).

A Labor Relations Representative typically –

1. investigates labor relations problems and coordinates with the departments involved for solutions to the issue
2. participates in researching and analyzing the cost of union proposals; may recommend appropriate salary ranges and/or wage scales
3. participates in administering labor-management agreements
4. may serve as spokesperson for the university during labor negotiations
5. counsels management on the rights and responsibilities of management and employees; advises and consults with management on problems
6. communicates as the liaison with business agents and/or bargaining units as assigned
7. may serve as designee for higher level administrator in hearing employee grievances
8. collects, compiles, and documents information on past, current, and future issues and demands as requested

9. assists with training and supervision of subordinate personnel
10. performs related duties as assigned

**Level II: Labor Relations Specialist****4691**

Employees at this level are professionals responsible for supervising the staff and activities of the labor relations office/department. They serve as chief spokesperson in labor relations negotiations and are responsible for conducting labor relations research and counseling. They prepare/initiate correspondence and are responsible for the maintenance of records pertaining to labor relations matters and the training of subordinate personnel.

A Labor Relations Specialist typically –

1. supervises professional, paraprofessional, and clerical staff directly or through subordinate supervisors: plans, assigns, and reviews work assignments, counsels subordinates, evaluates job performance, and approves or recommends personnel actions
2. conducts labor negotiations, serving as chief spokesperson, and concludes agreements with labor groups dealing with the university/college
3. contains knowledge of prevailing contracts and their expiration dates
4. counsels management on the rights and responsibilities of the parties, management, and employees; advises and consults on problems, demands, and issues of interest
5. researches and recommends appropriate salary range and/or wage scales; analyzes cost of union proposals
6. administers and/or interprets labor-management agreements
7. investigates labor relations problems, including jurisdictional disputes, and coordinates with the department involved to reach resolution
8. communicates as the chief liaison with business agents and/or bargaining units
9. collects, compiles, and documents information on past, current, and future trends, issues, and demands
10. performs related duties as assigned

**Level III: Labor Relations Supervisor****4692**

Employees at this level are professionals responsible for the coordination of a large and diversified labor relations program.

A Labor Relations Supervisor typically –

1. participates in the establishment of parameters for and maintains cognizance over negotiations at campuses; reviews for compliance with costing parameters
2. reviews all labor agreements for compliance with university policy and rules, civil service rules and regulations, and state statutes
3. coordinates with legal counsel and chief spokesperson for labor relations negotiations for acceptable contract language
4. coordinates the process for securing administrative, legal, and other necessary signatures on all labor agreements
5. coordinates the submission of salary ranges and/or rates of pay to secure approval for all classes under collective bargaining agreements
6. serves as the designee of the chief personnel officer in the negotiation process when the union and administration reach an impasse or whenever necessary to assure that management's position is being properly represented
7. acts as liaison with the Illinois Educational Labor Relations Board in the process of recognizing proposed bargaining units and conducting elections
8. conducts research to support legal action
9. assists in coordinating market surveys to establish rates of pay for classes under collective bargaining agreements
10. serves as back-up person for labor negotiations during absence of the chief spokesperson for labor relations negotiations
11. may serve as designee for higher level administrator in hearing employee grievances
12. assists in monitoring recognition of bargaining units and subsequent elections
13. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO**Level I: Labor Relations Representative****4690**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling four years the following categories:
  - a) work experience as a personnel professional
  - b) college course work in labor relations or a closely related field (such as personnel administration or business administration)
    - 60 semester hours or an Associate's degree equals two years
    - 90 semester hours equals three years
    - 120 semester hours or a Bachelor's degree equals four years
  - c) college course work in fields other than those described in "b"
    - 60 semester hours or an Associate's degree that equals one year
    - 90 semester hours equals two years
    - 120 semester hours or a Bachelor's degree that equals three years
3. Two years of professional work experience in the labor relations area in addition to # 2.

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of standard principles and procedures used in the labor relations area and ability to apply those used in complex technical operations in the area
2. knowledge of federal and state laws, rules, and/or regulations related to labor relations; ability to learn those of the employing institution
3. knowledge of current union practices
4. skill in organizing, analyzing, and interpreting data used in labor relations
5. skill in working with managers, staff, and the public in the labor relations area
6. skill in writing and editing reports and other materials in the labor relations area
7. ability to assist in the formulation/revision of policies and procedures in the labor relations area
8. supervisors ability

**Level II: Labor Relations Specialist****4691**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling six years the following categories:
  - a) work experience as a personnel professional
  - b) college course work in labor relations or a closely related field (such as personnel administration or business administration)
    - 60 semester hours or an Associate's degree equals two years
    - 90 semester hours equals three years
    - 120 semester hours or a Bachelor's degree equals four years
  - c) college course work in fields other than those described in "b"
    - 60 semester hours or an Associate's degree that equals one year
    - 90 semester hours equals two years
    - 120 semester hours or a Bachelor's degree that equals three years
3. Two years of additional specialized experience in the practice of labor relations/negotiations at the next lower level of this series or comparable position that included experience as spokesperson.
4. Possession of experience/training requirements listed for the Labor Relations Representative.

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. in-depth knowledge of principles and procedures used in the labor relations area
2. in-depth knowledge of federal and state laws, rules, and/or regulations related to labor relations; ability to develop an in-depth knowledge of those of the employing institution
3. proficiency in working with operations managers, staff, and the public in the labor relations area
4. proficiency in writing and editing reports and other materials in the labor relations area
5. supervisory ability
6. ability to organize work operations in the labor relations area and coordinate them with other organizational units
7. ability to review and formulate/revise policies and procedures in the labor relations area

**Level III: Labor Relations Supervisor****4692**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling eight years the following categories:
  - a) work experience as a personnel professional
  - b) college course work in labor relations or a closely related field (such as personnel administration or business administration)
    - 60 semester hours or an Associate's degree equals two years
    - 90 semester hours equals three years
    - 120 semester hours or a Bachelor's degree equals four years
  - c) college course work in fields other than those described in "b"
    - 60 semester hours or an Associate's degree that equals one year
    - 90 semester hours equals two years
    - 120 semester hours or a Bachelor's degree that equals three years
3. Two years of additional specialized experience in the practice of labor relations/negotiations performing as principal negotiator.
4. Possession of experience/training requirements listed for the Labor Relations Specialist.

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of the principles and procedures used in the labor relations area
2. extensive knowledge of federal and state laws, rules, and/or regulations related to labor relations; ability to develop an extensive knowledge of those of the employing institution
3. skill in reviewing and formulating/revising policies and procedures in the labor relations area; ability to exercise controls over the implementation of the policies and procedures
4. ability to direct the activities of subordinates
5. ability to manage work operations in the labor relations area and coordinate them with other organizational units