

## Job Description

**Job Title** Employee and Labor Relations Specialist 3 or 4

**Job ID** 11990

**Location** UCSB Campus

**Full/Part Time** Fixed

**Regular/Temporary** Not Applicable

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### Job Posting Details

#### Position Information

**\*Payroll Title:** Labor Relations Representative 3 (or 4)

**\*Job Code:** 008080

**\*Job Open Date:** 10/13/2020

**Primary Consideration Date for Open Until Filled:** 10/27/2020

**\*Department Code-Name:** PERS

**\*Percentage of Time:** 100%

**\*Collective Bargaining Unit (CBU):** 99 Non-Represented

**\*Grade Type/Grade:** 22 (or 24)

**\*FLSA Exemption Status:** Exempt

**\*Work Location:** SAASB

**\*Pay Rate/Range:** \$60,000 - 87,000

Hiring range for Specialist 3 (gr 22) = \$60,000 - \$72,000

Hiring range for Specialist 4 (gr 24) = \$75,000 - \$87,000

**\*Days/Hours:** M-F, 8-5pm (flexible)

#### Brief Summary of Job Duties

The Employee & Labor Relations Specialist 3 (or 4)\* provides employee & labor relations guidance to all levels of the organization, resolving moderately (or highly) complex issues in creative and effective ways. Serves as an experienced consultant (or subject matter expert) on all employee & labor relations matters and advises management on effective performance management steps, including corrective action and progressive discipline. Provides complex analytical support (or functions as management advocate) for grievances and complaint resolution processes as well as hearings, arbitrations and unfair practice charge matters. Provides experienced (or advanced) guidance on unique personnel issues/problems without precedent or structure and recommends (or develops) best practice solutions to resolve those issues. Represents the campus to the Office of the President on systemwide bargaining negotiation strategy and positions. Exercises judgment and professional discretion, relying on (advanced/specialized) experience within the field, to resolve questions, concerns and grievances for a mid to large size (large and complex) group of employees. (At the level 4, may serve as a technical leader who provides guidance to all levels within the organization, utilizing specialized employee and labor relations expertise).

**\*Please note: There is only one position available. Final level will be determined at point of hire and is dependent on the skills, knowledge, education and experience of final candidate.**

#### \*Minimum Requirements

Specialist level 3 (experienced):

- Strong organizational, analytical, and problem-solving skills to conduct analysis and develop recommendations.
- Knowledge of other areas of HR.
- Thorough knowledge of labor and employment law, including applicable state and federal laws and regulations.
- Thorough knowledge of employee relations practices and programs.
- Effective written and oral communication skills.
- Demonstrated experience with conflict resolution.
- Demonstrated experience with applying employee relations specific concepts.
- Experience providing employee relations related support to assigned client groups.
- Demonstrated ability to provide effective analytical support on complex and sensitive employee and labor relations matters.
- Demonstrated ability to handle difficult or volatile situations/individuals effectively.
- Bachelor's degree in a related field of study or combination of education and experience

Specialist level 4 (advanced):

- Advanced organizational, analytical, and problem solving skills to conduct analysis and develop recommendations.
- Advanced knowledge of employee relations function and other subject areas of human resources.
- Effective written and oral communication skills.
- Demonstrated experience with conflict resolution.
- Advanced knowledge of functional area and understands how work impacts other areas in Human Resources and the organization.
- Capable in developing, interpreting, implementing and administering organization-wide human resources policies and processes.
- Advanced knowledge of labor/employment law, including applicable state and federal laws, court decisions regarding employment related matters and techniques of labor negotiations.
- Advanced level skills necessary to bargain and represent the University's interest in union negotiations and in complex/sensitive dispute forums.
- Demonstrated ability to handle extremely difficult or volatile situations/individuals effectively.
- Demonstrated skills to provide guidance to managers and employees on complex and significant employee relations issues.
- Demonstrated skills and abilities in leading management in the areas of conflict and change management.
- Demonstrated ability to exercise excellent judgment in responding to employee relations related requests.
- Understanding of the principles related to management, supervision and leadership to provide expert level advice and counsel.
- Juris Doctorate degree and experience as an attorney or other related experience.

**Desirable Requirements**Specialist level 3 (experienced):

- Knowledge of organizational policies and procedures.
- Knowledge of union/labor contracts.
- Demonstrated skills and abilities in leading management in the areas of performance management and conflict management.

Specialist level 4 (advanced):

- Advanced knowledge of organizational policies and procedures.
- Advanced knowledge of union/labor contracts.
- Demonstrated success in leading and administering performance management systems and mentoring managers on the process of evaluating performance.

**\*Special Conditions of Employment**

- UCSB Campus Security Authority under Clery Act
- Satisfactory criminal history [background check](#).
- [UCSB is a Tobacco-Free environment](#).

**\*Job Functions/Percentage of Time/Duties****50% Labor Relations**Specialist level 3:

Responsible for interpreting and advising on highly complex collective bargaining agreements. Serves as an experienced advisor on labor relations issues on campus. Provides analytical support to senior colleagues and manager in managing grievance and complaint processing by conducting research, gathering data, investigating allegations, drafting resolution options, drafting formal responses, and coordinating hearings or arbitrations. May take the lead in processing less complex grievance cases. Provides analytical support for

the procedural stages of factfinding, hearings, arbitrations, and other matters filed with the California Public Employment Relations Board.

Prepares and represents management in labor management meetings, ensuring follow up on relevant issues and concerns raised by union representatives and employees. Provides analytical support to senior colleagues and manager for local and systemwide bargaining efforts. Responds to local and systemwide requests for information, including collection and review of relevant data and records. Collaborates with campus counsel, other University counsel and the Public Records Coordinator in conducting legal analysis of the campus' response requirements and obligations pursuant to applicable state laws. Responsible for analyzing and advising on management's legal and bargaining agreement notice requirements related to proposed changes in terms and conditions within the scope of bargaining. Represents management in any meet and confer/ meet and discuss sessions related to notices of proposed changes.

Specialist level 4:

In addition to all the responsibilities at the 3 level, manages grievance and complaint processing per applicable policies and collective bargaining agreements. Responsible for evaluating procedural requirements and merits of allegations, including assessment of timeliness, completion of filing requirements at each step, and coordination of any hearings or arbitrations that may result. Advises management in the investigation of allegations, exploration of resolution options, and if necessary, assists with preparation of formal response documents.

Represents management in all formal procedural stages for factfinding, hearings, arbitrations and matters filed externally with the California Public Employment Relations Board. Researches and analyzes information related to management's position. Develops management's defense strategy including witness and exhibit preparation, direct and cross-examination, opening and closing statements, drafting of persuasive and legally correct briefs. In some cases, coordinates with campus counsel to retain and manage external counsel in representing management in hearings, arbitrations and PERB matters. Applies labor relations concepts to represent the organization's objectives in bargaining negotiations. Prepares and executes bargaining strategy to reach binding agreements with local and systemwide unions. Represents the campus in systemwide bargaining, recommends strategy on bargaining language and settlement options, and has the authority to commit the organization to systemwide agreements. Prepares and represents management in labor management meetings, ensuring follow up on relevant issues and concerns raised by union representatives and employees. Leads local management team in negotiations, building consensus in a collaborative manner among diverse entities, e.g., senior leadership, management, employees and union representatives. Develops management proposals and analyzes union proposals to determine appropriate response. Coordinates campus management of union activities and access, in collaboration with other campus departments, including Police Department, Housing, Dining & Auxiliary Enterprises, Business & Financial Services, Graduate Division and Academic Personnel.

**40% Employee Relations**

Specialist level 3:

Serves as an experienced advisor on a wide variety of employee relations issues for campus. Works in a highly collaborative manner with people of diverse cultures and at all levels of the organization to effectively advise organization managers, supervisors and HR business partners on complex labor and employee relations matters, recommending solutions on both individual and organization-wide issues. Applies in depth knowledge and experience to resolve questions, concerns and informal complaints for a complex employee population (both represented and policy-covered) in a creative and effective way.

Responds to employee relations issues according to state and federal laws as well as applicable University policy and collective bargaining agreements. Ensures that legal and regulatory requirements are met in terms of employee relations to minimize risk and exposure to liability for the organization. Anticipates and identifies complex issues presented by management and/or employees. Analyzes all risks presented and develops recommendations for integrated human resource solutions. Facilitates resolution of employee concerns.

Provides advice to administrators, department heads, managers and front-line supervisors on best practices in the workplace, including people management principles, successful change management, improving workplace climate and sustaining employee engagement. Consults and advises on appropriate level of corrective action and progressive discipline to address performance, attendance and/or conduct concerns. Advises on all adverse employment actions including termination for cause, probationary release, management and senior professional release, layoffs and reductions in time, limited release and medical separations.

Specialist level 4:

In addition to the duties at the 3 level above, serves as a subject matter expert on a wide variety of employee relations issues for campus. Applies subject matter expertise to resolve questions, concerns and informal complaints for a large, complex employee population (both represented and policy-covered) in a creative and effective way. Provides expert advice and counsel to administrators, department heads, managers and front-line supervisors on best practices in the workplace, including people management principles, successful change management, improving workplace climate and sustaining employee engagement. Facilitates

resolution of employee concerns, including negotiation of formal settlement agreements. Coordinates with Office of General Counsel, campus counsel and outside counsel to respond to employment litigation and pre-litigation matters. Assists counsel with all phases of litigation coordination, including development of strategic direction of the case and settlement strategies. Assists other campus compliance units with complex investigation and multi-forum complaints and grievance matters, including Whistleblower/Internal Audit, Equal Opportunity, and Title IX.

### **5% People Management Training Programs**

#### Specialist level 3 and 4:

Assists with designing, conducting and supporting people management training efforts for staff and faculty to facilitate improved personnel management skills and reduce risk and exposure to liability, particularly in the high risk areas of discrimination, harassment and retaliation. Develops and updates course content to highlight best practices in recruiting and retaining high quality employees.

Develops, designs and facilitates training modules on key labor relations topics for supervisors and managers. Conducts management briefing sessions on collective bargaining, including contract and policy interpretation updates. Drafts and edits informational updates on collective bargaining activities and other trends and developments in labor relations.

### **5% HR Policy**

#### Specialist level 3 and 4:

Assists with policy and program planning in Human Resources, including developing, interpreting, monitoring and analyzing information regarding personnel policies and procedures. Evaluates current policies and practices for continued relevance and consistency with governmental laws, regulations and university priorities.

### **\*Equal Opportunity/Affirmative Action Statement**

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **\*Reasonable Accommodations**

The University of California endeavors to make <https://jobs.ucsb.edu> accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact Katherine Abad in Human Resources at 805-893-4664 or email [katherine.abad@hr.ucsb.edu](mailto:katherine.abad@hr.ucsb.edu). This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

### **\*Privacy Notification Statement**

The State of California Information Practices Act of 1977 (effective July 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves: Application: The principal purpose for requesting information on the Application is for applicant-tracking purposes and to collect applicant contact information. Affirmative Action and Equal Employment Opportunity Data Form: Information furnished on this form is requested by UCSB's Affirmative Action Office. The University of California, Santa Barbara is a Federal contractor and, therefore, must comply with Affirmative Action regulations issued pursuant to Executive Order 11246, Federal Revised Order No. 4, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. Furnishing the information on this form is voluntary. There is no penalty for not completing this form. The offices responsible for maintaining the information supplied on this form are the UCSB Human Resources Office and the Affirmative Action Office.

GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT FOR PERSONS IN THE EUROPEAN ECONOMIC AREA: As part of our commitment to protecting your privacy, the General Data Protection Regulation (GDPR) Privacy Statement ("Privacy Statement") is designed to provide you, as a person in the European Economic Area, with information regarding the types of personal information that the University of California's Human Resources departments and offices collect about you. The Privacy Statement can be found at: <https://ucnet.universityofcalifornia.edu/gdpr.html>. Information supplied on this form are the UCSB Human Resources Office and the Affirmative Action Office.

### **\*Notice of Availability of the UCSB Annual Security Report**

The University is committed to providing a safe and secure campus environment for our students, faculty, staff, and visitors. In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (Clery Act), UCSB publishes an Annual Security Report to provide information regarding campus safety and security policies, crime statistics, and resources to current and prospective students and employees. This report includes statistics for the previous three years concerning crimes reported to Campus Security Authorities (CSAs) that occurred on campus, in certain off-campus buildings or property, and on public property adjacent to and accessible from campus. The report also includes campus policies concerning crime prevention, crime reporting, alcohol and drug use, sexual and interpersonal violence, student discipline, and other matters. To access the Annual Security Report, visit [www.police.ucsb.edu/asr](http://www.police.ucsb.edu/asr). A copy of this report may also be requested by contacting the UCSB Police Department (call 805-893-3446 or visit 574 Public Safety Bldg., Santa Barbara, CA 93106 during business hours). To learn more about the Clery Act and CSA duties and reporting requirements, please visit [www.police.ucsb.edu/clery-act](http://www.police.ucsb.edu/clery-act).

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