



CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
Labor Relations Officer**

An Equal Opportunity Employer

SALARY

\$41.02 - \$61.53 Hourly \$3,281.45 - \$4,922.17 Biweekly

ISSUE DATE: 04/22/19

FINAL FILING DATE: 05/20/19

THE POSITION

IDEAL CANDIDATE

The City of Sacramento's Human Resources Department is seeking a knowledgeable and motivated Labor Relations professional to join their dynamic team as a Labor Relations Officer. Labor Relations is the primary contact between the City's twelve (12) autonomous departments and the recognized labor organizations (i.e., unions) which represent City employees. The ideal candidate will possess strong oral and written communication skills capable of articulating both the interests of the City and their own understanding of an issue to ensure clarity and consistency in their interactions; the ability to build and maintain trusting interpersonal relationships by utilizing effective conflict resolution techniques; and the capacity to function as a diplomatic representative of the City in collective bargaining meetings, discipline hearings, arbitration, and other similar venues. This position will require that the incumbent possess a functional knowledge of relevant labor related state and federal statutes and regulations including, but not limited to, the California Peace Officers Procedural Bill of Rights Act (POBR), the Firefighters Procedural Bill of Rights Act (FBOR), employee rights provided under *NLRB v. Weingarten, Inc.*, the Meyers-Milias-Brown Act (MMBA).

DEFINITION

Under general direction, the Labor Relations Officer performs advanced, professional labor relations work; provides technical assistance and advises department managers on disciplinary matters and contract interpretations; performs labor relations research and analysis; prepares and presents grievance and interest arbitration cases; helps assure Citywide compliance with labor relations contractual agreements, City employment policies, and applicable federal, state, and local laws, ordinances, and codes; and serves as chief negotiator with assigned bargaining units.

DISTINGUISHING CHARACTERISTICS

This advanced journey-level classification is populated with multiple incumbents. The Labor Relations Officer performs employee relations duties working with significant independent judgment toward established goals. Labor Relations Officer is distinguished from the next higher classification of Labor Relations Manager in that the latter is primarily defined by its supervisory/management role and general responsibility for day-to-day work with departments and contract administration. Labor Relations Officer is distinguished from the next lower level classification of Labor Relations Analyst in that the latter does not have chief negotiator responsibility and does not independently perform grievance and arbitration related duties.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Labor Relations Manager. Responsibilities may include supervision of professional, technical, and/or other support positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform related duties as needed:

- Provides City officials, department managers, and employees with appropriate information, technical assistance, and recommendations regarding a wide variety of labor and personnel management issues; analyzes, interprets, and explains provisions of labor agreements, labor law, and City policies/procedures regarding labor relations issues; coordinates related actions and outcomes with all involved parties as required.
- Helps assure consistent and uniform application of the disciplinary process Citywide when required; advises department managers and supervisors regarding their options and recommends an appropriate course of action; conducts and participates in fact-finding investigations; evaluates evidence; assists managers in implementing disciplinary actions where needed.
- Participates in the meet-and-confer process, either during the contract labor negotiation process and/or on individual matters; meets with department managers prior to bargaining sessions in order to identify management concerns and possible proposals; analyzes the impacts and costs of proposals and makes recommendations for City positions; serves as Chief Negotiator at the bargaining table for a specific bargaining session, unit, or other meeting; informs the Labor Relations Manager, Director of Human Resources, City Manager, City Council, and others on the status of the bargaining process as needed.
- Advises and may represent department managers regarding labor grievances and arbitration cases; investigates issues and proposes remedies; may render decisions on behalf of City management as a Step III grievance officer; develops and conducts training programs for managers, supervisors, and others regarding labor relations issues; recommends the development of labor relations and/or human resources policies and procedures.
- Plans, assigns, trains, directs, and evaluates the work of subordinate staff, including other Labor Relations professionals, if appropriate.
- Participates on committees, boards, and/or task forces, if assigned; attends meetings, conferences, and workshops as assigned; may represent the City's position in front of various boards, commissions, and individuals; prepares complex narrative and statistical reports, correspondence, and other documents; may make presentations to City officials and others; performs special projects.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern public administration.
- Analytical processes and procedures.
- Federal and State laws pertaining to labor relations and human resources management in the public sector.
- Advanced principles and practices of collective bargaining and labor contract administration; advanced negotiating strategies, tactics, and impasse procedures; advanced methods of grievance investigation/resolution and arbitration.
- Advanced principles and practices of human resources management, supervision, and training, including principles of employee discipline.
- Grievance and arbitration hearing procedures sufficient to prepare and present testimony, argue the case, including the opening and closing statement and examination of witnesses, and draft a post hearing brief.
- Public relations practices and techniques.
- Research methods; report writing techniques; statistical concepts and methods.
- Principles and techniques of project management.

Skill in:

- Use of modern office equipment, including computers, computer applications, and software.

Ability to:

- Understand, analyze, interpret, and act upon a variety of complex labor relations and human resources issues in accordance with applicable labor agreements, legal requirements, and policies.
- Establish and maintain effective working relationships with labor representatives, public officials, public/private agencies, and the general public on a variety of issues.
- Supervise subordinate personnel, including professional, technical, and clerical staff.
- Meet critical deadlines; make sound decisions under pressure.
- Prepare and present complex narrative and statistical reports, correspondence, and other documents.
- Formulate and draft management contract proposals and/or portions thereof.
- Communicate effectively verbally and in writing.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience performing advanced professional employee relations, labor relations, or human resources work.

-AND-

Education:

A Bachelor's degree from an accredited college or university with major coursework in industrial relations, human resources, public or business administration, or a closely related field.

Substitution:

A Master's degree in one of the above educational fields may substitute for one year of the required experience.

Additional qualifying experience may substitute for the required education on a year-for-year basis.

PROOF OF EDUCATION

Proof of education such as college transcripts, degrees, or certificates must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, or fax to (916) 596-1556 by the final filing deadline. If submitting in person or via fax, please include your name and **Recruitment #020036-19** on your documents.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. This evaluation must be submitted before you will be considered for any positions.

SPECIAL QUALIFICATIONSDriver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Conditions:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and or operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Conditions:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

Working Conditions:

May be required to attend meetings outside of regular working hours.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application to the Employment Office by the final filing deadline:

Employment applications must be submitted online; paper applications will not be accepted.

Employment applications will be considered incomplete and will be disqualified:

- If applicants do not list current and past job-related experience in the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
- If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.

Proof of required education and/or degree equivalency must be submitted online with your application, emailed to employment@cityofsacramento.org, delivered in person, or sent to the Employment Office by fax or mail by the final filing deadline.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire:

Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.

Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.

A resume will not substitute for the information required in the supplemental questionnaire.

Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process.

3. Screening Committee: (Pass/Fail)– Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

4. Interview Process: Human Resources will forward qualified applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process. The Director will review the results, if necessary conduct additional interviews, and forward the recommendation to the City Manager's Office for final action.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.

For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.

Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;

Send an email to employment@cityofsacramento.org;

Call the Human Resources Department at (916) 808-5726; or

Visit the Human Resources Department at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #020036-19
LABOR RELATIONS OFFICER
VB

Labor Relations Officer Supplemental Questionnaire

- * 1. **APPLICATION:** I understand that the experience I list in the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
 Yes
- * 2. **I understand that I must submit** proof of education to the City of Sacramento Employment Office by the final filing deadline. You may attach documents electronically; e-mail them to employment@cityofsacramento.org; mail/deliver hard copies to the Employment Office; or fax them with a cover sheet that contains your name, the exam number and title, and number of documents being sent. The fax number is (916) 596-1556.
 Yes
- * 3. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

Yes No

- * 4. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)
- * 5. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**
- Yes
- * 6. Describe your experience related to processing and representing an employer in disciplinary cases.
- * 7. Please describe your collective bargaining experience. Please include a description of your role in those labor contract negotiations, the unions involved, the number of employees that were in the bargaining units, the employers, and a general description of the issues involved in those negotiations. (If more space is necessary to fully answer the question, please attach a separate document to the application.)
- * 8. Have you been the chief negotiator during labor contract negotiations for either an employer or a union?
- Yes No
- * 9. If answered "Yes" to question 8, please give a description of those negotiations. (If more space is necessary to fully answer the question, please attach a separate document to the application).
- * 10. Describe your role in the labor contract grievance process. In your response, please include: • Have you responded to grievances on behalf of the employer? • Approximately how many labor contract grievances have you processed? • Were any of the grievances that you responded to appealed to arbitration? • What was the outcome?
- * 11. Check as many of the following that apply to you. I have:
- prepared and presented grievance arbitration cases for an employer.
 - prepared and presented grievance arbitration cases for a union.
 - participated in collective bargaining where interest arbitration was the terminal step in the impasse resolution process.
 - participated in mediation as part of a labor contract negotiations impasse process.
 - participated in a factfinding hearing(s) as part of a labor contract negotiations impasse process.
 - prepared and conducted a factfinding hearing(s) as part of a labor contract negotiations impasse process.

- participated in an interest arbitration hearing process as part of a labor contract negotiations process.
 - conducted wage and benefit comparability studies that were used in the collective bargaining process.
 - provided sworn testimony in a labor contract grievance arbitration hearing or other labor relations-related administrative hearing.
 - advised supervisors and managers about how to manage employee performance problems.
 - advised supervisors or managers with employees who have the right to be disciplined only "for cause" about the due process procedure required before significant disciplinary action is taken by an employer (the "Skelly Pre-Action Procedure.")
 - written or edited required pre-disciplinary notices related to the "Skelly Pre-Action Procedure."
 - prepared and presented employee disciplinary action appeal cases to an arbitrator, Civil Service Board, or other third party neutral.
 - conducted employee disciplinary investigations.
 - None of these statements apply to me.
- * 12. Please rate your skill and proficiency with the following Microsoft Office applications: Word
- None
 - Basic (ability to perform daily word processing tasks)
 - Intermediate (ability to use and create a variety of templates, complex tables, and manage complex tables and data)
 - Advanced (ability to produce very large, complex formal documents that require a table of contents, foot and endnotes, bookmarks, and other special elements)
- * 13. Please rate your skill and proficiency with the following Microsoft Office applications: Excel
- None
 - Basic (ability to enter and correct data, modify a workbook, format a worksheet, and print)
 - Intermediate (ability to work with multiple worksheets, filter data, integrate functions, and manipulate databases)
 - Advanced (ability to automate some operations, manage macro commands, work with pivot tables, and create MS Excel applications)
- * Required Question