

**CLASS SPECIFICATION****03/22/2018****AIRPORT LABOR RELATIONS ADVOCATE 9210**

Summary of Duties: Advises senior management on labor relations activities that directly affect operations at the airports by working as a liaison with airline employee unions and individual legislators, officials, airline administrators, and leaders of airline employee unions to establish or maintain support for LAWA's (Los Angeles World Airports) position on various issues; advocates legislation that support effective airport operations; informs management of the airport industry labor relations environment, proposals, and actions of employee unions, City, County, State and Federal authorities and agencies; examines effects of proposed legislation to determine the effect on LAWA activities and advise management. Investigates labor related concerns received from the public and recommends resolve.

Distinguishing Characteristics:

The Airport Labor Relations Advocate is distinguished from the Senior Personnel Analyst or Senior Labor Relations Specialist classifications that perform labor relations activities in that the latter classes have responsibilities that do not involve union activities outside of employee unions who represent City employees. An Airport Labor Relations Advocate will research and analyze complex labor issues, involving LAWA's tenants within LAX and Van Nuys. The work requires a broad understanding of Departmental and City policies, trends, programs, and objectives. Most assignments are received in general terms, and work is reviewed through written and oral reports of activities and through the general effectiveness of legislative coordination. An incumbent serves as a subject matter expert who may supervise others performing related duties.

Example of Duties:

- Plans and builds strong working relationships with union leadership, supervisors, managers and staff;
- Provides for the preparation of special studies and reports to monitor the effectiveness and efficiency of labor relations related programs, policies, and procedures;
- Collaborates with LAWA Human Resources;
- Creates and monitors union protest management plans that affect airport operations;
- Reports labor relations trends, developments, and events to airport management;
- Provides expert review of employee relations related policies, procedures, and specific cases which are impacted by legislation; research, and evaluate various labor and employment issues that may result in employment litigation;
- May represent LAWA's interests in claims and proceedings involving union organizing, unfair labor practices, unemployment compensation, worker's compensation, wage and hour issues, and discrimination issues;

- Reviews employment law issues for both the public and private sector, ongoing labor management resolutions, collective bargaining and labor contract administration and global relationship development;
- Recommends ways to improve relationships between workers, union representatives, and management by discussing problems; and
- Prepares replies to issues raised from the public or concerned employees and informs interested parties of actions taken.
- Facilitates labor/management meetings and discussions on labor relations issues involving LAWA's tenants and their impact on airport operations; and
- Performs special studies and projects in preparation for meetings with airports stakeholders and/or at the request of executive management.

Knowledge of:

- Laws, codes, legislation, court decisions, ERB decisions, regulations and standards regarding California public and private sector collective bargaining and labor relations activities;
- Strategies for building and maintaining strategic coalitions;
- Employee policies, procedures, or process for changes if necessary;
- Public and private sector union negotiation processes;
- Techniques for political and legislative advocacy;
- Public policy and campaign strategies; and
- The funding, finances and municipal operations of LAWA and City of Los Angeles.

Ability to:

- Deal tactfully and effectively with elected officials, airline employees who are tenants of the airports, Commissioners, department management, employees and representatives of other agencies;
- Prepare clear, concise and comprehensive oral and written reports;
- Analyze employee relations problems and recommend practical solutions; and
- Analyze and project consequences of management decisions and/or recommendations.

Minimum Requirement:

1. Graduation from an accredited college or university; and two years of full-time paid professional experience negotiating and administering labor agreements, recommending negotiation strategies and proposals for workers' unions; or
2. Six years of full-time paid experience negotiating and administering labor agreements, recommending negotiation strategies and proposals for workers' unions.

The required experience must be in both the private and public sector (in any combination).

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.