

**CLASS SPECIFICATION**

01/12/2023

LABOR RELATIONS SPECIALIST, 9112

Summary of Duties: An employee in this classification performs specialized professional work assisting Senior Labor Relations Specialists in labor relations activities, including but not limited to: conducting research related to union and management proposals; maintaining, organizing and preparing data for statistical and financial evaluations; assisting with labor negotiations, hearings, and fact finding proceedings; and performing miscellaneous administrative tasks in support of the City's labor relations function; and does related work as necessary.

Employees in this class are expected to gain the necessary employee relations experience to prepare them for advancement to the Senior Labor Relations Specialist class, in addition to their acquiring experience in City operations and the logical reasoning and written skills in order to advance to the Senior Administrative Analyst, Senior Management Analyst, and Senior Personnel Analyst occupational class series.

Class Characteristics: In accordance with City labor relations policies and procedures, a Labor Relations Specialist performs a variety of entry-level, professional duties in the Employee Relations Division of the Office of the City Administrative Officer. This class is distinguished from other assistant level classifications in that a Labor Relations Specialist has a greater familiarity with the terms and conditions of Memoranda of Understanding (MOU), the City's Employee Relations Ordinance, Employee Relations Bulletins, and other labor relations subject matter. Assignments delegated to employees in this class involve highly confidential information and materials. Assignments may be given with limited oral or written instructions requiring the employee to exercise considerable initiative and independent judgment in planning a course of action.

Examples of Duties: Under the direction of a Senior Labor Relations Specialist and/or Chief Administrative Analyst, a Labor Relations Specialist:

- Assists Senior Labor Relations Specialists with complex and sensitive labor relations activities by conducting research, preparing statistical and financial spreadsheets, preparing management proposals, arranging meet and confer sessions, taking notes and participating during negotiation sessions, and performing other administrative tasks in support of the City's labor relations mission;
- Coordinates, provides administrative support, and attends meetings for various City committees or boards (e.g., Executive Employee Relations Committee, Employee Relations Board, etc.);
- Maintains records on arbitrators and hearing officers, reviews legal invoices, and applies appropriate procedures in investigating and adjusting discrepancies;

- Reviews, evaluates, and processes inter-office correspondence related to grievances and other labor relations matters for compliance with City policies and procedures;
- Designs and distributes departmental forms and assists in their utilization;
- Assists in the preparation of Employee Relations Bulletins;
- Maintains Pay Grade Descriptions and coordinates their periodic review and update.
- Prepares and maintains logs for tracking departmental Pay Grade upgrade requests;
- Reviews and prepares recommendations on specific Pay Grade requests, as needed;
- Prepares, evaluates, interprets, and calculates data for use in charts and graphs for presentation in reports and other statistical summaries;
- Designs, conducts, and responds to wage and benefit surveys;
- Assists with special studies, which may be used in negotiations or other labor relations matters;
- Responds to requests from the public, City employees, and other governmental agencies on bargaining unit information;
- Assists in the preparation, processing, maintenance, filing, and administration of various correspondence used in labor relations activities;
- May assist in coordinating training in the area of labor relations as necessary;
- May be assigned to special projects for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Three years of full-time paid experience in a labor relations environment for the City of Los Angeles at the level of Personnel Analyst or Management Analyst; **or**
2. One year of full-time paid experience in the Office of the City Administrative Officer, Employee Relations Division at the level of Personnel Analyst or Management Analyst.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform lifting items of up to and over 25 pounds may be necessary.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated 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.