

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Employee Labor Relations Manager		
<b>Job Code:</b>	MG1251	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Created:</b>	06/18/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Provides effective planning, direction and oversight to the operations for the Employee Labor Relations Division of the Human Resources Department.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages and oversees employee relations initiatives and establishes strategic vision consistent with City mission, vision and values.
3. Oversees investigations and resolution of employee issues; guides executive, managers and employees through performance management and conflict resolution process; develops training to increase employee awareness of policies; and diagnoses and identifies proactive steps to avoid recurring workplace issues.
4. Manages labor relations program; coordinates negotiations of collective bargaining agreements; and advises management and labor officials in development, application and interpretation of labor relations policies and practices.
5. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommends and administers policies and procedures.
6. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of employee and labor relations programs, service delivery methods and procedures; and works with employees on the continuous improvement of human resources programs.
7. Develops written responses to grievances; monitors implementation of policies concerning wages, hours and working conditions; ensures compliance with terms of labor contracts; and provides reference documents and statistical data concerning labor legislation and employee benefit programs.

8. Provides internal counseling services to line and staff management on employee relations issues; interacts with Law Department regarding workplace investigations and labor matters; provides recommendations to executive management concerning tactics, training and initiative to improve working relationships.
9. Acts as Human Resources Director's designee for civil service related matters; reviews civil service hiring decisions; coordinates appointments for pre-employment evaluations; drafts legally compliant civil service commission agendas and amendments; and makes recommendations to Civil Service Commission.
10. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
11. Performs administrative functions; completes reports; creates work plans; contracts for services; and oversees negotiations with health professionals regarding provision of pre-employment testing and post-employment fitness for duty assessments.
12. Serves as the liaison for the Employee Labor Relations Division with other divisions, departments and outside agencies. Negotiates and resolves sensitive and controversial issues.
13. Serves as a representative on a variety of boards, commissions and committees in assigned human resources program area, including Civil Service Commission, ADA compliance, prohibited conduct, staff grievance and appeals, career development and related human resources areas; and prepares and presents staff reports and other necessary correspondence.
14. Provides staff assistance to the Human Resources Director or the Assistant Human Resources Director(s).
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles of supervision, training and performance evaluation.
  - Federal, state and local laws, rules and regulations governing personnel programs.
  - Principles and practices of labor relations and human resources management.
  - Operational characteristics, services and activities of assigned human resources program area to include recruitment, employment services, compensation and benefits, employee relations, customer service, and training and organizational development.
  - Principles and practices of program development and administration.
  - Methods and techniques of implementing special projects in assigned program area including tailored training programs, human resources information systems,

compensation, classification and benefits studies, employee satisfaction surveys, prohibited conduct investigations, reduction in force and related human resources issues.

- Mandated rules and regulations governing personnel programs including FLSA, ADA, EEO, affirmative action, ERISA, and related legislation.
- Modern office equipment including computers, and supporting word processing and spreadsheet applications.
- Operational characteristics of human resources information systems.
- Principles and practices of municipal budget preparation and administration.
- **Skill in:**
  - Interpersonal relations.
  - Organizational management.
  - Contract negotiation.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee, direct and coordinate the work of subordinates.
  - Interpret, explain and apply federal, state and local laws, rules and regulations.
  - Select, supervise, train and evaluate subordinates.
  - Interpret, explain and apply internal policy.
  - Research, analyze and evaluate new service delivery methods and techniques.
  - Oversee and participate in the management and coordination of a comprehensive labor relations/negotiations program.
  - Serves as a knowledgeable resource to the executive management team.
  - Practice and coach managers.
  - Maintain confidentiality.
  - Interpret, explain and apply mandated program policies, procedures, rules and regulations.
  - Operate modern office equipment, including computers and supporting work processing and spreadsheet applications.
  - Prepare clear and concise administrative and financial reports.

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Juris Doctorate or Master's Degree from an accredited college or university with major course work in human resources management, industrial relations, public administration, business administration or a related field and five years of increasing responsible human resources experience, including two years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.