**Class Summary**

The responsibilities of this classification include developing and implementing the County's labor relations goals, policies, and priorities while managing the negotiation process with King County agencies and employee organizations. Incumbents anticipate and plan for long-term labor needs and trends in partnership with King County agencies, the Department of Human Resources, and the Executive Office.

**Distinguishing Characteristics**

This is the first level in a three-level classification series. Incumbents are distinguished from Labor Relations Negotiator-Seniors in that Labor Negotiator-Seniors are responsible for leading projects teams with broad impacts to represented employees county-wide and managing all aspects of negotiations from inception to conclusion, including assembling and coordinating joint labor-management project teams.

**Examples of Duties**

1. Serve as the chief spokesperson with respect to all issues relating to assigned collective bargaining agreements on behalf of the King County Executive, and represent County in a variety of forums.
2. Negotiate collective bargaining agreements with labor organizations as either the sole or chief negotiator for a cross-functional negotiating team.
3. Research, analyze, draft, present, and advocate for proposed contract language which supports County initiatives.
4. Communicate and advocate for the County's position and interests and resolve differences, when possible, during negotiations, grievances, and labor/management meetings.
5. Formulate strategy and coordinate resources to represent the County’s interest in labor negotiations.
6. Support and/or serve as second chair to the Labor Relations Negotiator-Senior in bargaining, interest-arbitration hearings, and County-wide projects.
7. Research, analyze, interpret and advise agencies on administering negotiated labor agreements and related federal and state laws.
8. Research and/or analyze applicable laws, regulations, arbitration decisions, collective bargaining agreements, policies, and other labor relations trends.
9. Draft or review discipline letters, grievance responses, Memoranda of Agreement, and Memoranda of Understanding.
10. Develop and conduct training on labor relations and labor law.
11. Brief and advise the King County Executive Office, King County Council, and agency leadership as needed.
12. Evaluate and advise agencies with respect to investigations and related evidence. Participate in pre-disciplinary review committees as needed.
13. Draft, analyze and/or provide advice with respect to policy and legislation, as assigned.
14. Participate on projects with county-wide impact, as assigned.
15. Perform other duties as assigned.

**Knowledge/Skills**

Ability to establish and maintain effective working relationships with County, department and agency leadership, labor organization representatives, and service partners

Ability to research, analyze, interpret, explain, and apply pertinent laws, rules, regulations, policies, and guidelines

Ability to maintain confidentiality and effectively handle highly sensitive, personal and political information with sound judgment, tact, and discretion

Ability to work independently, consistently follow through with projects and assignments, and meet deadlines

Ability to demonstrate business acumen and holds self and others accountable for achieving results

Ability to recognize and demonstrate through actions and words the value that different perspectives and cultures bring to the County

Ability to maintain composure during stressful/intense interactions with others

Ability to prepare clear and concise reports and deliver formal presentations or training

Excellent oral and written communication skills

Knowledge and skill in decision making techniques and principles outside of existing guidelines and procedures, including considering risk factors and/or public scrutiny or exposure

Knowledge of principles and practices of labor contract negotiation and administration, grievance handling, and arbitration

Knowledge of process, principles, and practices of labor and employment law

Skill in investigation, conflict resolution, and mediation techniques and principles

Strong analytical, critical thinking, and problem solving skills

Strong and effective interpersonal and customer service skills

Strong attention to detail and accuracy

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree and/or any combination of education and significant labor relations or human resource experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Labor Relations Negotiator, Labor Relations Negotiator-Senior, Labor Relations Manager |
| **Class History** | 02/2017 - Created |