**Class Summary**

The responsibilities of this classifications include leading the development and implementation of the County's labor relations goals, policies, and priorities while managing the negotiation process with King County agencies and employee organizations. Incumbents in this classification are recognized experts and have in-depth knowledge in the field of Labor Relations at King County.

**Distinguishing Characteristics**

This is the second level in a three-level classification series. Incumbents are distinguished from the Labor Relations Manager in that Labor Relations Managers lead, coach, and develop assigned staff and provide guidance and direction on all issues related to labor relations.

**Examples of Duties**

*Incumbents will have an understanding of the duties performed by the lower level classifications within this series and may perform some of those duties as needed.*

1. Serve as lead litigator on behalf of the County in interest arbitration hearing litigation from pleadings and discovery to pre-hearing, hearing, settlement and appeal.
2. Lead projects teams with broad impacts to represented employees county-wide and manage all aspects of from inception to conclusion, including assembling and coordinating joint labor-management project teams.
3. Anticipate unique and complex issues that have a broad impact on represented employees county-wide and make recommendations to resolve.
4. Represent the Office of Labor Relations and/or the Executive Branch in the formulation and adoption by Council of labor related policies, ordinances and motions, including attending Council meetings, when required
5. Represent the County and agencies in collective bargaining, grievance hearings, and mediation.
6. Represent the County in all phases of administrative hearings before the Public Employment Relations Commission involving unfair labor practices, bargaining unit clarification, union representation proceedings; before the King County Personnel Board involving classification appeals, suspensions and discharges, from pleadings and discovery to pre-hearing, hearing, settlement and appeal.
7. Research, draft and propose updates to legislation and the impacts and Office’s position on proposed changes to state legislation.
8. Develop and conduct training on labor relations and labor law.
9. 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 lead teams and delegate effectively with periodic oversight

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

Ability to manage, coordinate, and work through complex problems

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

Advanced knowledge of principles and practices of labor contract negotiation and administration, grievance handling, and arbitration 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 analytical, critical thinking, problem solving, judgment, negotiating, influencing, and decision making 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 labor relations experience that clearly demonstrates the ability to perform the job duties of the position; incumbents in the litigator position are required to have a Juris Doctor degree

**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 |