

Employee & Labor Relations Representative

Department: Human Resources

Position Code: SHR8360B

Closing Date: Open until filled. Will begin resume review on or around 11/20/2018

Salary: Commensurate with experience

Background

check: Background check may be required

Description: The Employee & Labor Relations Consultant uses labor relations concepts and skills as a seasoned and experienced professional with a comprehensive understanding of labor/union issues to resolve complex issues. Normally receives little instruction on day-to-day work. General instructions may be provided on new assignments and initiatives. ELR Consultant provides consultation to managers on disciplinary procedures, contract interpretation, grievances, personnel rules, labor law and related personnel issues; prepares effective corrective action documents, and termination documentation, as necessary; resolve grievances through formal and informal procedures between employee organizations and management; provide consultation to executive level managers on complex organizational and personnel performance issues and problems; develop and provide training to managers and employees as needed. Interpret and effectively explain complex collective bargaining agreements, policies and procedures to all levels of academic and staff personnel; represents the campus in proceedings, grievances and arbitrations (staff and academic appointments); analyzes trends and metrics to develop solutions, programs, and policies; conduct exit interviews, collect and analyze data; maintain accurate records/file system; identify trends, recommend process improvements.

KEY RESPONSIBILITIES

- 1) Conducts effective and objective, complex employment-related investigations and drafts thorough investigative reports.
- 2) Interprets and effectively explains complex collective bargaining agreements, policies and procedures to all levels of academic and staff personnel.
- 3) Provides consultation to managers on disciplinary procedures, contract interpretation, grievances, personnel rules, labor law and related personnel issues; prepares effective corrective action documents, and termination documentation, as necessary; resolve grievances through formal and informal procedures between employee organizations and management; provide consultation to executive level managers on complex organizational and personnel performance issues and problems; develop and provide training to managers and employees as needed; and maintain accurate records/file system.
- 4) Represents the campus in proceedings, PPSM complaints, grievances and arbitrations (staff and academic appointments).
- 5) Advises campus managers and human resource professionals on labor relations

and employment law implications relating to complex individual and campus-wide issues or courses of action.

6) Works in a highly collaborative manner with others across the organization, external contacts of significance, labor organizations, union representatives, and members of campus management at all levels.

7) Analyzes trends and metrics to develop solutions, programs, and policies; conduct exit interviews, collect and analyze data; identify trends, recommend process improvements.

Qualifications: EDUCATION

- Bachelor's degree in Business, Human Resources, Economics, Psychology, or related area AND 3 years of progressively responsible employee and labor relations or HR related experience.

CRITICAL KNOWLEDGE AND SKILLS

- Possesses strong analytical skills to conduct analysis and develop recommendation which demonstrate organization and effective problem-solving skills.

- Effective verbal and written communication skills; ability to write detailed, well-organized, publishable analytical reports, procedures and/or memos; Skill in utilizing personal computers and associated MS Windows software applications (e.g., Word, Excel, PowerPoint, and Access) in the completion of assignments; and detail oriented.

- Working knowledge of multiple human resource disciplines including employee and union relations, recruitment, performance management, federal and state respective employment laws, compensation practices, workers' compensation, FMLA, ADA, benefit programs, and regulatory requirements.

- Effective skills in negotiating, exchanging ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions and/or solutions.

- In-depth knowledge of the principles of advocacy in order to represent the campus in various dispute forums, e.g., arbitrations and administrative proceedings.

- Demonstrates thorough knowledge of campus policies and procedures.

- Ability to deal effectively with ambiguity, recognize trends, and identify systemic approaches to solving problems in this fast moving, constantly changing environment is imperative.

- Demonstrated skills in the areas of: business acumen, consulting, analysis, project management, communication, presentation, negotiation and conflict management, and problem solving while working within a matrix environment.

- Demonstrated ability to handle very difficult or volatile situations/individuals effectively; Ability to protect the organization's value by keeping information confidential.

PREFERRED QUALIFICATIONS:

- Minimum five years of experience in Employee & Labor Relations. Experience working in the public sector or University with multiple CBAs preferred.

To Apply: Please complete a UC Merced [application](#) and email along with resume and cover letter to ucmcareers@ucmerced.edu. Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to UCMcareers@ucmerced.edu

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As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

E-Verify: Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the

successful candidate must pass the E-Verify check. [More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>