

## UNIVERSITY OF CALIFORNIA, RIVERSIDE INVITES APPLICATIONS FOR THE POSITION OF LABOR RELATIONS SPECIALIST

### ❖ **About UC Riverside:**

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

### ❖ **About Human Resources:**

The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

### ❖ **Essential Functions:**

The Labor Relations Specialist is responsible for supporting the Director of Labor Relations, and Labor Relations staff in the development and implementation of labor relations data analyses and data collection tools, reports, boilerplate and/or templates; participating in arbitration and contract negotiations; providing analytical assistance to management at all levels of the grievance process; interpreting collective bargaining agreements; researching issues relevant to contract interpretation/administration; developing resources and training materials for campus management; and managing the processes and compliance activities associated with HEERA-required notices, information practices, conflict of interest, employment background checks, and grievances.

### **Key Responsibilities Include:**

- Act as assistant negotiator during contract negotiations. Prepare materials for contract negotiations. Conduct detailed data analysis in support of local and system-wide collective bargaining processes. Conduct impact analysis for proposals related to contract negotiations and policy changes. Interpret collective bargaining agreements and applicable personnel policies. Provide appropriate notice to unions regarding changes in terms and conditions of employment.
- Act as second chair in arbitration and hearing procedures. Research and analyze relevant collective bargaining provisions, policies and department practice as it pertains to the hearings. Compile relevant materials, prepare outlines and exhibits, coordinate arbitration process, and establish communication with all parties involved.
- Assist in the coordination and preparation of the University's case for employment-related litigation and administrative hearings, serve as liaison when needed. Participate in or conduct investigations pertaining to labor relations matters. Advise campus management on relevant policies.
- Prepare written reports, analyses, and presentations on wide range of human resources and labor relations matters. Develop and enhance online resources and training materials in support of Labor Relations activities.
- Develop and maintain LR-specific databases for information practices, conflict of interest, HEERA-related notices, grievances, and others. Establish appropriate security and confidentiality controls and applicable business rules. Develop tools, templates, and processes to ensure timelines and date sensitive actions are tracked, completed, and properly reported. Prepare status reports, analyze trends, follow-up on pending actions.

- **Information Practices:** Review and evaluate requests from external or internal parties pertaining to a wide range of subjects to determine appropriateness based on applicable laws (California Public Records Act, Information Practices Act, HEERA) and University policies. Collect, redact, and compile campus records in response to requests. Consult with the Office of the President and General Counsel's Office as necessary to resolve issues pertaining to release of information, and coordinate with necessary departments/individuals to insure that appropriate information is provided.
- **HEERA-related Notices:** Coordinate the notice processes required by HEERA to unions regarding changes in work rules, policies, etc. Work with campus departments, union representatives and Office of the President Labor Relations.
- **Conflict of Interest:** Coordinate the reporting and compliance requirements under the California Political Reform Act. Advise campus management on issues related to conflict of interest policies. Compile annual reports.
- **Employment Background Check:** Coordinate the campus-wide background check process. Advise on issues related to employment background checks.

❖ **Minimum Requirements:**

**Education and Experience:** Graduation from college in a related field and six (6) years of experience in the field of human resources/labor relations, most recently in the capacity of a senior-level analyst/specialist or higher; or an equivalent combination of education and experience

**Demonstrated working knowledge** of the principles and practices of human resources programs, associated legal and procedural requirements, federal and state rules, and regulations pertaining to labor and employment laws

**Demonstrated skill** in providing excellent analysis and research to develop, assess, and synthesize information and recommendations from a wide variety of sources on a broad range of issues; managing projects and working efficiently under fixed schedules and deadlines; preparing complex analytical studies, narrative reports, and database tools using technically advanced features of Microsoft Excel, Access, Word, and PowerPoint; developing and maintaining databases

**Demonstrated ability** to access and retrieve information from databases using PC based front end tools; communicate effectively and present ideas orally and in writing in a professional manner and format; establish professional relationships; interact effectively with diverse constituencies; and maintain confidentiality at all times

❖ **Preferred Qualifications:**

Master's degree in related field; and relevant experience in higher education and/or public sector labor relations

❖ **Conditions of Employment:**

This is a **full-time, career** position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is **\$53,415 - \$95,508**. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

❖ **Benefits of Belonging:**

We offer a comprehensive compensation and benefits package. For information about our generous *employee* benefits package, please visit our website At Your Service:

[http://atyourservice.ucop.edu/employees/new\\_employee/orientation.html](http://atyourservice.ucop.edu/employees/new_employee/orientation.html).

❖ **Application Instructions:**

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website <http://jobs.ucr.edu> and selecting the browse jobs link. The Labor Relations Specialist position number is **201111211999**.

❖ **Filing Date:** Open until filled