

SNOHOMISH COUNTY JOB DESCRIPTION

LABOR RELATIONS ANALYST

Spec No. 2353

BASIC FUNCTION

To perform a variety of analytical tasks in the area of human resources with emphasis on labor/employee relations, and provide analytical assistance for labor negotiations, mediation, arbitrations, complex projects, studies and policies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides administration of labor agreements, staffs and assists principal negotiator in labor negotiations.
2. Represents county in labor management committees, meetings and discussions to provide human resources perspectives concerning policy and county philosophy in regards to employee/labor relations.
3. Develops and maintains effective working relationships with stakeholders, including Executive Office, County Council, Prosecuting Attorney's Office and other county offices and departments.
4. Investigates grievances and complaints and recommends resolution alternatives to management; consults with Prosecuting Attorney's office, outside counsel and other resources on complex human resources issues, litigation or legal interpretation.
5. Researches and supports county preparation and response to interest and other arbitration; leads development of comparables data; may be requested to go to arbitration hearings, Public Employees Relations Commission (PERC) or court.
6. Provides consultation and assistance to managers/supervisors in interpretation of county policy and procedures, labor agreements, complex disciplinary action, complex grievance procedures, terminations and other human resource issues.
7. Analyzes training needs; develops, implements, and conducts training programs; and provides technical expertise and team leadership.
8. Researches and interprets federal, state and county policy and other laws, rules and regulations related to human resources and advises county officials, management and employees on policies, laws, rules and regulations that may affect their operations.
9. Leads the maintenance and control of labor relations records, such as labor agreements, labor disputes, legal actions, grievances and policies related to all county-union relationships.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Oversees programs and projects to achieve goals within budgeted funds and available personnel; oversees and coordinates program plans, future needs, goals and objectives.
11. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.
12. Plans, organizes, coordinates, supervises and evaluates the work of subordinate employees; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of employees, advises, assists and trains employees.

STATEMENT OF OTHER JOB DUTIES

13. May perform all the duties of the Human Resources Analyst.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration or other discipline directly related to public human resources administration; AND, five (5) years of human resources experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of human resources administration;
- theories, practices and procedures related to specialized field(s) in human resources, such as compensation, employment, benefits, labor relations, employee relations, or training;
- application and interpretation of federal, state, local laws rules and regulations;
- issues and trends in labor and employee relations;
- principles of progressive discipline, mediation, labor relations and public employment;
- negotiation, arbitration, interest arbitration and contract administration.

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- gather analyze, evaluate and synthesize a variety of data and maintain accurate records;
- prepare clear and concise analytic and descriptive reports, including findings and recommendations;
- deal with conflict;
- deal tactfully with superiors, peers, other government agency representatives and the general public;
- communicate effectively both orally and in writing and maintain sensitivity to employee and management needs;
- organize tasks and work in a team environment;
- establish and maintain effective work relationships with diverse stakeholders;
- plan and organize work and work with a minimum of supervision;
- recommend development of human resources policies and procedures;
- provide consultative advising;
- maintain required records and prepare necessary reports and other written material.

SUPERVISION

Employee may supervise human resource para-professionals and clerical staff. Employee receives supervision from the Administrative Superior as assigned. Employee carries out assignments on his/her own initiative. Work is performed with considerable independence and is reviewed through reports, meetings, and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to work sites throughout the county. The employee is required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 2012
EEO Category: 2 - Professionals
Pay Grade: 244 – Classified Pay Plan
Workers Comp: 5306 – Non-Hazardous