

SNOHOMISH COUNTY JOB DESCRIPTION

LABOR NEGOTIATOR

Spec No. 2423

BASIC FUNCTION

Performs highly-specialized, professional work in the labor relations function of human resources under the leadership of the Chief Labor Negotiator, including the negotiation of collective bargaining agreements and other complex labor relations work involving highly sensitive matters.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Negotiates collective bargaining agreements which includes representing the County during the mediation and arbitration processes in a manner that promotes equity and social justice.
2. Research state and federal laws and case precedents dealing with collective bargaining issues and processes to determine applicability and/or impact. Reviews and analyzes collective bargaining agreements, court decisions, and arbitration decisions.
3. Analyzes language in collective bargaining agreements for compliance with federal, state, and local laws, policy, and management practice; recommends updates as appropriate. Analyzes union proposals including compensation and benefit proposals and develops management proposals and strategies in collective bargaining.
4. Coordinates the development of management proposals with appropriate County resources and workgroups, including Human Resources staff, department management, and others.
5. Provides consultation and assistance to managers and supervisors regarding federal, state, and local labor laws, policies, and guidelines; current and emerging issues; collective bargaining and grievances. Interprets, explains, and applies pertinent laws, rules, regulations, policies, guidelines, and collective bargaining agreements.
6. Prepares records of collective bargaining sessions, letters, memoranda, reports, spreadsheets, and other administrative documents.
7. Presents information, testifies, and otherwise represents the County in arbitration hearings; in grievance hearings; during unfair labor practice, unit clarification, or other matters before the Public Employment Relations Commission (PERC). May present ordinances or other matters before the County Council or other legislative bodies.
8. May act as the designee for the County Executive at the appropriate step in the grievance procedure.

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9. Consults with and provides guidance to county-wide staff and leaders to develop and maintain successful human resources strategy; provides oversight to ensure county-wide consistency within labor relations.
10. Proactively develops and implements strategies to advance equity and social justice as related to the labor relations function, to support the ultimate goal of building a culture of diversity, equity, and inclusion.
11. Builds strategic relationships and represents the Human Resources Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
12. May plan, organize, coordinate, supervise and evaluate the work of subordinate employees or project teams, including participating in and making recommendations concerning the hiring, discipline, and potential termination of employees.
13. Maintains confidentiality of all records, reports, and/or information deemed to be sensitive in nature. Oversees the maintenance and control of records within assigned functions as needed.

STATEMENT OF OTHER JOB DUTIES

14. Performs other duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration or other discipline directly related to labor relations and/or human resources; AND, four (4) years of experience in negotiation, labor relations, and related fields; OR, any equivalent combination of training and experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Professional Human Resources certification, such as SHRM-CP, PHR, IPMA-CP, or specialty certification related to labor relations.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of collective bargaining, grievance, and arbitration processes
- Current developments and trends in the labor relations function of human resources
- Applicable public sector labor law practices and precedents
- Strategic planning techniques and principles, policy development and analysis; business process design and improvement, and human resources best practices

Ability to:

- Work professionally and respectfully with diverse groups of individuals (internal and external), elected officials, and the general public
- Communicate effectively in writing and verbally to a diverse group of individuals with differing viewpoints
- Act as a resource in problem resolution
- Establish and maintain effective working relationships with elected officials, department heads, and the general public
- Analyze, organize, and evaluate a variety of data; prepare reports of findings and recommendations in a clear, concise, and logical manner
- Take action that is consistent with available facts, constraints, and probable consequences
- Maintain a calm demeanor even under stressful situations
- Build consensus among individuals with varying opinions and agendas
- Evaluate and proactively recommend changes, including updating and revising policy and procedures
- Work on a number of projects simultaneously
- Navigate conflicting priorities and deadlines
- Remain current with emerging technologies, trends, processes, and practices
- Use a computer and associated software programs
- Apply team building techniques and principles

SUPERVISION

The employee receives general direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

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The work is performed remotely and in an office environment with travel to meetings, events, and work sites. Some physical exertion may be required to transport materials in and out of the office and vehicles.

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 2021
EEO Category: 2 - Professionals
Pay Grade: 245 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Exempt