



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: LABOR RELATIONS DIRECTOR/ASSISTANT HUMAN RESOURCES DIRECTOR**

**BARGAINING UNIT:** [AEC](#)

**CODE NUMBER:** 4061

**PAY RANGE CODE:** ATT 2

**REVISION DATE:** 9/20/16

## **NATURE OF WORK:**

This is a senior level position in the Human Resources Department that performs labor and employee relations work for the city and serves as the Assistant Human Resources Director. Work also involves representing the city in collective bargaining negotiations and contract interpretation; advising on labor and employee relations matters; developing and implementing employment policies; investigating allegations of violations of city policy; and working with the Human Resources Director on the strategic human resources priorities and administration of the city human resources functions. An incumbent exercises considerable independent judgment in the performance of assigned duties and may manage the department in the absence of the Director.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Works with the Mayor, City Council, City Law Department, and outside legal counsel, if necessary, to develop and implement labor relations and legal strategies.

Negotiates and drafts labor contracts or agreements with recognized bargaining units covering terms and conditions of employment, management and employee rights, and wage adjustments and benefits.

Investigates allegations of the violation of labor agreements or city policies. Researches and rules on grievances and contract compliance issues.

Researches and interprets union contracts, city ordinances, Commission of Industrial Relations rulings, and court rulings relating to employment law and labor relations.

Develops and delivers presentations and reports to the Mayor, Personnel Board, City Council and/or other parties regarding the status of the negotiation process, proposals, agreements, and other Human Resources Department functions.

Researches, develops, and implements new or amended personnel programs, policies and ordinances.

Coordinates the preparation of appropriate documents for submission and presentation to the Personnel Board and City Council.

Prepares and administers the department budget.

Manages certain divisions within the Human Resources Department and acts as the Human Resources Director in the Director's absence.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of current human resources trends, developments and best practices.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of and ability to research local, state, and federal employment and labor laws and accepted legal and court interpretations.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to interpret and explain laws, policies, procedures, and labor agreements.

Ability to make legally defensible decisions and recommendations about employment and labor law issues and interpretation of collective bargaining agreements.

Ability to communicate verbally and in writing with employees, the general public, and others.

Ability to draft clear, concise and organized business communications, reports, and collective bargaining agreements.

Ability to work constructively with union representatives, managers, employees, and elected officials to address disciplinary or other issues under the collective bargaining agreements.

Ability to organize, compile and maintain confidential department records.

Ability to perform assignments with accuracy and attention to detail.

Ability to supervise subordinates including assigning work, providing direction, monitoring performance, and recommending hiring, discipline, and termination.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit from 76 to 100% of the time; stand and walk from 51 to 75% of the time; and reach, bend, stoop, push and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Juris Doctor degree

AND

Five (5) years of experience as an attorney, including experience in employment and labor relations law.

**SPECIAL QUALIFICATIONS**

Admission to the Bar in the State of Nebraska.

Must be able to transport oneself or coordinate transportation to work sites throughout the city during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone  
Computer

Copier  
Printer

Dictation Equipment  
Calculator

Previous Revision Date(s):