**Class Summary**

The responsibilities of this classification include managing comprehensive labor relations services and programs through individual contributors. Incumbents in this classification lead, coach, and develop assigned staff and provide guidance and direction on all issues related to labor relations.

**Distinguishing Characteristics**

This is the third level in a three-level classification series. Incumbents are distinguished from the Labor Relations Negotiator-Senior in that Labor Relations-Seniors are responsible for leading projects teams with broad impacts to represented employees county-wide whereas incumbents in the Labor Relations Manager classification are responsible for supporting the Director’s strategic vision along with executing the full scope of supervisory duties for assigned staff.

**Examples of Duties**

*Incumbents will have an understanding of the duties performed by the lower level classifications within this series and may perform some of those duties as needed.*

1. Manage and lead organizational development and continuous improvement efforts by supporting and executing the Office of Labor Relations Director’s vision for labor relations and employee engagement.
2. Represent the Office of Labor Relations at Joint Labor Management Insurance Committee and labor strategy and policy meetings; advising, communicating and advocating the Office of Labor Relations position and interests
3. Serve as the chief spokesperson for King County Executive, and represent King County in a variety of forums with respect to all issues relating to assigned collective bargaining agreements.
4. Educates unions on change initiatives and develops strategies to gain support.
5. Address a variety of complex labor relations issues, interacting with a diverse group of individuals.
6. Implement labor relations strategic plans.
7. Perform other duties as assigned.

**Knowledge/Skills**

Ability to establish/maintain effective working relationships with King County leadership, department leadership, and labor representatives

Ability to research, analyze, interpret, explain, and apply pertinent laws, rules, regulations, policies, and guidelines

Ability to maintain confidentiality and effectively handle highly sensitive, personal and political information with sound judgment, tact, and discretion

Ability to implement plans and make decisions that enable the execution of strategic goals

Ability to work independently, consistently follow through with projects and assignments, and meet deadlines

Ability to recognize and demonstrate through actions and words the value that different perspectives & cultures bring to the County

Ability to maintain composure during stressful/intense interactions with others

Ability to prepare clear and concise reports and deliver formal presentations or training

Excellent oral and written communication skills

Advanced knowledge of principles and practices of labor contract negotiation and administration, grievance handling, and arbitration of process, principles and practices of labor and employment law

Skill in investigation, conflict resolution, and mediation techniques and principles

Strong analytical, critical thinking, problem solving, judgment, negotiating, influencing, and decision making skills

Strong and effective interpersonal and customer service skills

Strong attention to detail and accuracy

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree and/or any combination of education and progressive labor relations experience that clearly demonstrates the ability to perform the job duties of the position

Experience in leading, supervising, coaching, and training employees

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Labor Relations Negotiator, Labor Relations Negotiator-Senior, Labor Relations Manager |
| **Class History** | 02/2017 - Created |