

## **LABOR RELATIONS COORDINATOR**

**SALARY RANGE \$5,420 - \$6,715 Monthly**

### **DEFINITION:**

Under general supervision of the ALADS Labor Relations leadership, the Labor Relations Coordinator provides day-to-day administrative support to the Labor Relations team by acting as the first point of contact for union members, county staff, external partners and ALADS staff. The qualified candidate must have an active interest in labor relations, union side representation and resolving contract disputes. The Labor Relations Coordinator will work in an environment that is characterized by managing a rigorous multi-party meeting calendar, meeting numerous document and transaction suspense dates, maintaining effective administrative and filing systems, preparing for meetings and negotiations, and production and maintenance of meeting notes as well as other tasks as assigned.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Schedule & manage multi-party meeting calendars in Microsoft Outlook;
- Maintain and, upon demand, produce detailed records of all correspondence between parties;
- Comply with all meeting, correspondence and administrative action suspense dates; Provide input to assist in the development of ALADS effective labor policies
- Interact with a wide range of people in a professional, proactive and courteous manner;
- Draft letters and contract documents;
- Produce, edit, maintain and occasionally testify to detailed meeting notes/minutes; and
- Interface with legal counsel, executive staff and other professionals in both a supporting and primary role.

### **Position Requirements:**

- Strong ability to communicate (both written and verbal);
- Ability to anticipate problems, problem solve and know when to escalate issues in a timely manner;

- Excellent organization skills, detail-oriented and ability to prioritize;
- Ability to work independently;
- Strong working knowledge and proficiency with PC business tools, including Excel, Outlook, and PowerPoint. Advanced knowledge of Microsoft Word is required with a minimum typing speed of 55 wpm.

#### DESIRABLE EMPLOYMENT STANDARDS:

Graduation from an accredited college with a Bachelor's Degree in Business or Public Administration, Human Resource Management or related field of study. A minimum of 2 years administrative experience. Labor relations, human resources and/or legal experience preferred.

#### NECESSARY SPECIAL REQUIREMENTS:

Incumbent must have valid California Driver's License, proof of car insurance, and a dependable vehicle available to work each business day.

#### PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent is regularly required to: use hands to finger, handle, or feel objects, tools, controls, and equipment; both see and hear; walk, sit, and stand; and drive a motor vehicle; communicate verbally on the telephone and in person; occasionally lift up to 20 lbs.; and occasionally kneel and bend.

#### WORK ENVIRONMENT:

Incumbent will work principally in an office setting, will be required to use personal transportation to attend meetings across Los Angeles County and occasionally attend training outside of California.