



Labor Relations Specialist
Salary Range \$7,156 - \$8,865 Monthly

ALADS offers excellent pay and fringe benefits, including medical, dental, vision, life insurance, flexible spending accounts, and a retirement plan.

DEFINITION:

Under general direction from the Executive Director or Assistant Executive Director, performs a wide variety of administrative staff work requiring specialized and extensive knowledge of Association operations, labor relations programs, and general office procedures, including frequent contact with members, consultants, contractors, public agency personnel, and staff; works cooperatively with Board of Directors, Unit Representatives, and membership; and performs other duties as required. Position performs a wide variety of assignments which are heavily oriented toward maintaining a positive relationship with the LASD and District Attorney's Office, and liaison with public agency personnel and the support of line level activities undertaken by the Executive Director.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Under the supervision of the Executive Director, serves as a labor relations liaison between the Association and external entities, including various County Departments, maintaining and developing collaborative relationships;
- Analyzes, develops, and negotiates various types of agreements, securing the Association's strategic position, maintaining strict timelines, and constituent (member) buy-in;
- Assists individual members in their employment relationship with the County of Los Angeles;
- Conducts work site visitations;
- Oversees dispute resolution processes; testifies on behalf of the Association;
- Prepares correspondence, reports, and membership communications;
- Performs complex research and analysis, maintains a high standard of confidentiality;
- Assists in the development, training, and maintenance of the Unit Representative Corps;
- Attends meetings and represents the Association;
- Provides reports on labor relations activities to the ALADS Executive Director, Board of Directors, Release Time Officers and other key staff;
- Contributes to ALADS publications;
- Performs other duties as assigned

DESIRABLE EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a Bachelor's or Master's Degree in Public Administration, Business Administration, Labor Studies, Human Resources, Conflict Resolution, and/or closely related field.

Minimum of two years of progressively responsible experience as a Business Agent, Defense Representative, Employee Relations Specialist, Human Resources Specialist or comparable position in a closely related discipline three years of which have been engaged in labor relations, representation, or closely related discipline.

Knowledge of public sector unionism; contemporary issues of police labor unions and of the law enforcement community; California labor laws; organizing methods; administrative hearings; employee relations/collective bargaining, negotiations; dispute resolution; classification and compensation analysis; employee benefit administration; modern office practices, procedures, and equipment, including word processing/computer systems, and duplicating systems; methods of research and analysis; public sector budgeting; principles of communication; methods of teaching and training; and operations of the County of Los Angeles, with particular emphasis on the Sheriff's Department, District Attorney's Bureau of Investigation, Employee Relations Commission and Civil Service Commission.

Ability to perform a wide variety of highly responsible administrative duties; use advanced English skills, including spelling, grammar, sentence structure, and original composition; prepare accurate reports; exercise independent judgment on matters where the consequence of error is moderate to high; effectively negotiate agreements and represent union members; establish and maintain effective relations with staff, members, public agency personnel, vendors, and the general public; make effective oral presentations; and work under pressure accomplishing the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Incumbent must have a valid California Driver's License, proof of satisfactory car insurance, a dependable vehicle available each workday, and be willing to travel extensively throughout Los Angeles County on a regular basis.
- Willingness to work a flexible schedule, possibly beyond 40 hours per week.

If you meet these requirements and are interested in the position, please send your resume and cover letter, mentioning this posting from the ALADS website to LRDCareers@alads.org. Include "Labor Relations Specialist" and your full name in the subject line.