



**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 14
Fiscal Year: 2008/2009
Posted Date: November 04, 2008

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	USD	1262 Manager of Labor Relations, SFUSD \$3,935.00 B \$4,782.00
2	USD	1261 Senior Labor Relations Representative, SFUSD \$2,968.00 B \$3,607.00
3	USD	1260 Labor Relations Representative, SFUSD \$2,257.00 B \$2,742.00

For additional information regarding the preceding proposed actions, please contact, Mike Casey at 551-8933

Posting No: 14

Fiscal Year: 2008/2009

Posted Date: November 04, 2008

Requests to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1st floor, 44 Gough Street.

cc: All Employee Organizations
All Departmental Personnel Officers
Regina Tharayil, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, ERD
Carmela Villasica, ERD
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, ERD
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Manager of Labor Relations, SFUSD
Job Code: 1262**

INTRODUCTION

Under general direction, functions as a principal assistant and advisor to the Executive Director of Labor Relations; represents the Labor Relations Division in the absence of the Executive Director; represents the interests and directives of the SFUSD with respect to employer-employee relations; assists in the administration of the employee/labor relations program by planning and directing management's positions and policies for inclusion in collective bargaining agreements; as part of the core management team, participates in negotiations for all collective bargaining agreements with labor unions and in meetings and consulting with unrepresented employees; and perform related duties as required. This class is used in the San Francisco Unified School District Labor Relations Office.

DISTINGUISHING FEATURES

The Manager of the Labor Relations Division is a management class with responsibility for formulation and implementation of the City's labor relations program. This classification is distinguished from the Executive Director, Employee Relations in that the latter has overall control and responsibility of the labor relations program under policy direction of Superintendent.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Consults with and assists the Executive Director, Labor Relations, in the development, revision and implementation of the SFUSD's employee/labor relations policies, programs and procedures within the scope of representation under the Educational Employment Relations Act (EERA); recommends policy or procedural direction in the SFUSD's employee-employer activities.
2. Serves as the chairperson of a negotiating committee, typically on complex or sensitive units or organizations; coordinates, assigns and directs other negotiations chairpersons; conducts or oversees the conducting of comparability surveys relative to matters of wages, hours and working conditions.
3. Provides expertise to SFUSD administrators and departments on technical employee relations matters; assists in the coordination of consultations, meet and confer sessions and preparation of memoranda of understanding; prepares for and participates on behalf of the SFUSD in impasse procedures such as mediation and fact-finding; handles and advises SFUSD management personnel regarding grievances.
4. Plans, directs and reviews the work of subordinate employees of the Labor Relations Division.
5. In the absence of the Executive Director, represents the labor relations office in meetings with the Board of Education, professional associations, employee representatives and departmental, management and supervisory personnel; participates in executive sessions with appropriate policy-making bodies on matters within the scope of representation.
6. Selects arbitrators; assists in the preparation of grievances for arbitrators by defining issues, interviewing witnesses, and collecting information. May function as staff advocate in complex hearings or arbitrations.

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**Title: Manager of Labor Relations, SFUSD
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7. Keeps current on new trends, developments, court cases and legislation in the labor relations and compensation fields, with particular expertise and emphasis on public sector labor relations matters.
8. Interprets and explains provisions of the SFUSD's collective bargaining agreements, advises and trains department heads, management, and supervisory employees; participates in the resolution of employee relations matters, supervisory problems and employee grievances.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Skills and Abilities: Thorough knowledge of: state and federal laws relative to employer-employee relations, with an emphasis on the public sector and in particular public schools; current trends in employer-employee relations including recent court decisions, legislation and new developments and approaches; salary administration and modern methods of setting salary and other compensation; negotiation techniques and dispute resolution principles and practices; principles and practices of public personnel management; research methodology, report writing and basic statistics; principles of organization and management applicable to local government.

Considerable ability to: Understand, interpret and apply appropriate provisions of applicable laws, ordinances, rules, regulations, collective bargaining agreements and operating procedures; analyze situations, select alternatives, project consequences of proposed actions, and implement recommendations in support of SFUSD positions; negotiate mutually satisfactory agreements; facilitate dispute resolution; identify and resolve problems of a sensitive or political nature; exercise independent judgment and initiative; communicate orally, demonstrating skill to present findings, recommendations and policies before public officials, other officials, the press, employees, and employee representatives; communicate effectively in writing, including preparing administrative and statistical reports; establish and maintain cooperative working relationships with officials and management, employee representatives, employees, departmental colleagues, subordinates and members of the public; plan, organize and coordinate research and statistical work; and supervise and coordinate resources and activities.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Any equivalent combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

TRAINING: Equivalent to the completion of a baccalaureate degree from an accredited college or university with major course work in labor relations, human resources, personnel, public or business administration, or a closely related field.

EXPERIENCE: Five years of human resource experience which must include three years of labor/employee relations and negotiations. Experience with Education Code and bargaining under EERA preferred.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Manager of Labor Relations, SFUSD
Job Code: 1262**

LICENSE AND CERTIFICATION:	NA
PROMOTIVE LINES:	NA
ORIGINATION DATE:	November 4, 2008
BUSINESS UNIT(S):	SFUSD
OTHER INFORMATION FROM OLD SPEC:	NA

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Labor Relations Representative, SFUSD
Job Code: 1261**

INTRODUCTION

Under direction, performs advanced journey-level professional employee relations staff duties including research, analysis and studies; participates in labor negotiations as chief or assistant negotiator; assists in the resolution of disputes; assists in the preparation of memoranda of understanding; provides advice, interpretation and orientation of employee relations policies and procedures to departmental personnel; and performs related duties as required. This class is used in the San Francisco Unified School District Labor Relations Office.

DISTINGUISHING FEATURES

This classification is the advanced journey-level labor relations representative. It is distinguished from the higher classification of Manager of Labor Relations, USD in that the latter has responsibility for supervising the daily operations of the SFUSD labor relations program and for the largest, most complex, sensitive and difficult labor-management contract negotiations and administration.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Consults with and provides advice to operating departments regarding contract interpretation, state and local labor laws and policies, disciplinary actions, grievance handling, and related matters.
2. Gathers, prepares and analyzes technical and statistical data for use in negotiation of labor agreements, grievance processing, mediation, arbitration, fact-finding, and other employee relations activities; researches, analyzes and projects costs and other results of union and management proposals.
3. Serves as the chair or a member of a negotiating committee; identifies and analyzes issues involved; develops negotiating proposals; represents management positions; writes and revises contract language; analyzes costs of contract proposals.
4. Implements or assists in the implementation of negotiated agreements and arbitration awards.
5. Provides technical assistance and expertise to SFUSD administrators and department heads.
6. Assists in the preparation of grievances for arbitrators by defining issues, interviewing witnesses, and collecting other information.
7. Keeps current on new trends, developments, court cases and legislation in labor relations field.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of collective bargaining and of dispute resolution, including mediation, arbitration and fact finding; contract administration and maintenance including the principles, practices and procedures of processing grievances and appeals; local, state and federal laws and regulations related to employer-employee relations, with an emphasis on the public sector; salary administration and current practices in setting salary and other compensation; disciplinary principles, practices and procedures; research methodology and basic statistics; accepted principles and practices of public personnel management.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Labor Relations Representative, SFUSD
Job Code: 1261**

Ability to: Understand, interpret and apply appropriate provisions of applicable laws, ordinances, rules, regulations, resolutions, memoranda of understanding, and operating procedures; recognize and effectively respond to problems of a sensitive or political nature; analyze facts and conflicting data and reach sound, logical conclusions; plan, organize and conduct research, investigatory and statistical work; communicate effectively with officials, managers, supervisors, other employees and employee organization representatives and the public in order to present information, recommendations and policies and to gain concurrence and cooperation through discussion and persuasion; communicate effectively in writing, demonstrating skill to prepare clear and succinct reports, graphs, correspondence and statistical reports; establish and maintain cooperative working relationships with city and county officials and managers, employee representatives, employees, peers and members of the public.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Any equivalent combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

TRAINING: Equivalent to the completion of a baccalaureate degree from an accredited college or university with major course work in labor relations, human resources, personnel, public or business administration, or a closely related field.

EXPERIENCE: Three years of human resource experience which must include two years of labor/employee relations and negotiations. Experience with Education Code and bargaining under EERA preferred.

LICENSE AND CERTIFICATION: NA

PROMOTIVE LINES: 1262 MANAGER OF LABOR RELATIONS, SFUSD

ORIGINATION DATE: November 4, 2008

BUSINESS UNIT(S): SFUSD

OTHER INFORMATION FROM OLD SPEC: NA

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Labor Relations Representative, SFUSD
Job Code: 1260**

INTRODUCTION

Under supervision, performs entry-level through journey-level professional employee relations staff duties, including research, analysis and studies; assists in labor negotiations, grievance processing, dispute resolution and other employee relations activities; assists in the preparation of memoranda of understanding and other documents; provides information on employee relations policies and procedures to departmental personnel; and performs related duties as required. This class is used in the San Francisco Unified School District Labor Relations Office.

DISTINGUISHING FEATURES

This class is distinguished from the Senior Labor Relations Representative, which is an advanced journey level in the series and performs more difficult and complex work without close supervision.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assists in the negotiation process by providing information for the Chief Negotiator and serving as note-taker as assigned.
2. Under direction, prepares written summaries in narrative, outline or graphic form, and a variety of other employee relations data, including benefits, salaries, unit facts, and grievance experience information.
3. Under direction, gathers, prepares and analyzes technical and statistical data for use in negotiation of labor agreements, grievance processing, mediation, arbitration, fact finding, and other employee relations activities.
4. With guidance, explains provisions of the collective bargaining agreements, and policies related to Employee and Labor Relations, to personnel staff and departmental management and supervisory employees.
5. Prepares routine correspondence and reports.
6. Assists with investigations related to salaries and benefits, including conducting salary and benefit surveys.
7. Assists in preparation of resolutions, collective bargaining agreements and other documents for submission to the Board of Education.
8. Assists in implementation of negotiated memoranda of understanding, including coordination with representatives of personnel, payroll, Information Services and departmental management.
9. Gains increasing knowledge of labor law and current trends and developments in the employee relations field.
10. Performs related duties and responsibilities, as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Labor Relations Representative, SFUSD
Job Code: 1260**

Knowledge of: Research techniques, statistical data gathering and presentation; principles and practices of collective bargaining and of dispute resolution, including mediation, arbitration and fact finding; contract administration and maintenance including the principles, practices and procedures of processing grievances and appeals; local, state and federal laws and regulations related principles, practices and procedures; accepted principles and practices of public personnel management.

Ability to: Understand, interpret and apply appropriate provisions of applicable laws, rules, regulations, resolutions, memoranda of understanding, and operating procedures; plan, organize and conduct research, investigatory and statistical work; communicate effectively with officials, managers, supervisors, other employees and employee organization representatives and the public in order to gain understanding and cooperation; communicate effectively in writing, demonstrating skill to prepare clear and succinct reports, graphs, correspondence and statistical reports; establish and maintain cooperative working relationships with employee representatives, employees, peers and members of the public.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Education: Minimum Qualifications:

Possession of a baccalaureate from an accredited college or university. Course work in the social/behavioral sciences or in public/business administration is preferred.

Substitution: Professional personnel experience performing duties equivalent to those of City class 1280 Employee Relations Representative must substitute for the required education on a year-for-year basis. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.) Related experience claimed in other City classes must be documented in accordance with Civil Service Commission Rule 109 to be treated as qualifying.

Experience with Education Code and bargaining under EERA is desirable.

LICENSE AND CERTIFICATION: NA

PROMOTIVE LINES: 1261 SENIOR LABOR RELATIONS REPRESENTATIVE

ORIGINATION DATE: November 4, 2008

BUSINESS UNIT(S): SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Labor Relations Representative, SFUSD
Job Code: 1260**

OTHER INFORMATION FROM OLD SPEC: NA