NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY THE HUMAN RESOURCES DIRECTOR

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

Posting No: 28  
Fiscal Year: 2014/2015  
Posted Date: 12/22/2014  
Reposted Date: N/A

**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**
(Job specification(s) attached.)

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>C128</td>
<td>Senior Employee Relations Representative, SFCCD</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Sandra Eng, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File
INTRODUCTION

Under direction, performs advanced journey-level professional employee relations staff duties including research, analysis and studies; participates in labor negotiations as chief 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 Community College District.

DISTINGUISHING FEATURES

This class utilizes the deep class concept and encompasses multiple levels of responsibility from leading negotiations for smaller bargaining units to leading negotiations for larger bargaining units. This classification is the advanced journey-level labor relations representative. It is distinguished from the higher classification of Classified Manager, Dean of Employee Relations and Professional Development in that the latter has responsibility for supervising the daily operations of the District employee relations program and for the largest, most complex, sensitive and difficult labor-management contract negotiations and administration for the District.

SUPERVISION EXERCISED

None

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, Employee Relations Ordinance, 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.
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5. Provides technical assistance and expertise to administrators, department heads and other District staff.

6. Selects arbitrators; 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 the 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.

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 establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

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
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Experience:

Three (3) years of human resource experience which must include two years of labor/employee relations and negotiations.

License and Certification:

None

LICENSE AND CERTIFICATION

None

PROMOTIVE LINES

ORIGINATION DATE: 12/xx/2014

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): SFCCD