

Job Code:....100582-2024
Position #: (NUNC) (E)
Developed by:..... AMC
Reviewed by:....AMC; DLJ
Approved by:....AMC.
Date:4/92,5/97,10/23,4/24

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Labor and Employee Relations
DIVISION: Administration and Finance (Human Resource Administration)
REPORTS TO: Assistant Vice President for Human Resources
GRADE: 16
SUPERVISES: Professional and clerical support staff

BASIC FUNCTION:

Serve as the University's representative in the negotiation and administration of collective bargaining agreements; conduct grievance hearings and prepare grievance decisions; research, prepare and present arbitration cases and briefs; conduct pre-disciplinary hearings; train and counsel supervisors on labor relations, corrective discipline, policies and procedures and collective bargaining agreements. Represent the University before administrative agencies, i.e., Personnel Appeal Board, Human Rights Commission, State Labor Relations Board and Department of Labor, Employment, and Training. Assist managers and employees in investigating complaints and conflict resolution.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Research, formulate, and prepare proposals for contract negotiations. Serve as the University's chief negotiator for all contract negotiations with faculty and staff unions.

Administer the collective bargaining agreements and consult with management and union officials on labor relations issues.

Develop solution-oriented relationships with union officials to aid in resolving issues outside of the grievance procedure.

Conduct grievance hearings and write grievance decisions on behalf of the University. Prepare witnesses, documentation, and backup information for grievances, arbitrations, and other employee relations matters. Represent the University at grievance hearings before the Department of Administration.

Communicate labor relations information and contract settlements and interpretations to management staff and supervisors. Train and counsel supervisors and managers in labor contract administration.

Research, prepare, and present arbitration cases and briefs on behalf of the University. Represent the University before administrative agencies (i.e., Personnel Appeal Board and Human Rights Commission) concerning employment-related matters. Conduct pre-disciplinary hearings and administer disciplinary action in accordance with the collective bargaining agreements.

Provide guidance and training to managers and supervisors on collective bargaining agreements, human resource policies and procedures, conflict resolution, and due process.

Train and counsel supervisors on progressive discipline procedures.

Coordinate staff reductions, outsourcing, and reorganizations of the workforce. Administer resulting layoffs, bumping, and reassignments.

Administer the University's unemployment insurance claims and represent the University before the Department of Labor, Employment and Training.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, database management and spreadsheet software, and HRIS reporting.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in labor relations, human resources, public administration, business administration or related field; Minimum of seven years of experience in labor relations (including responsibilities for contract administration, grievances, and general human resources management); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.