

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

**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:** 14  
**SUPERVISES:** Professional and clerical support staff

**BASIC FUNCTION:**

Administer 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 matters, and assist in negotiations. Represent the University before administrative agencies, e.g., 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 a University representative on bargaining teams for staff bargaining units.

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

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

Conduct grievance hearings and promulgate grievance decisions on behalf of the University. 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 and progressive disciplinary procedures.

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.

Assist managers, supervisors, and employees with employee relation concerns. Investigate complaints, analyze issues, and present solutions for resolving conflict; collaborate with both internal and external stakeholders.

Maintain open communications and develop strong working relationships with union representatives and managers to ensure timely coordination of activities.

Assist in drafting and updating human resource policies and 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 or business administration; Minimum of seven years of progressively responsible 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.