KING COUNTY

Employee and Labor Relations Representative

DEPARTMENT OF NATURAL RESOURCES and PARKS / SOLID WASTE DIVISION

Annual Salary Range $ 62,262.51 to $ 78,921.23
Job Announcement No: 03MM2976
Open: 8/13/03 Close: 8/19/03

WHO MAY APPLY: This position is open to King County Career Service employees.

WHERE TO APPLY: Required forms and materials **must** be sent to: **ATTN: Employee and Labor Relations Representative, King County Solid Waste Division, 201 South Jackson Street, Suite 701, Seattle WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED). Application packets are available through the King County Website at www.metrokc.gov, or you may contact the King County Job application request line at (206) 205-8782. You may fax applications to the Solid Waste Division at (206) 296-0197. We are not responsible for incomplete fax transmissions.

PLEASE NOTE: Incomplete applications and applications not received at the location specified above **will not be processed.**

***FORMS AND MATERIALS REQUIRED*:** A King County application form, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King Street Center in downtown Seattle and/or Cedar Hills Landfill in Maple Valley, WA.

WORK SCHEDULE: This full time position works Monday – Friday, and is overtime exempt.

PRIMARY JOB FUNCTIONS: Solid Waste is a division of 400+ employees, in geographically dispersed locations throughout King County. This position provides direct staff support in the area of labor and employee relations to the Management Staff of the Solid Waste Division. This position acts as liaison between management and a variety of employee groups, which are represented by nine bargaining units. The incumbent is responsible for advising management of options for resolving problems with particular emphasis on improving labor and employee relations.

1. Provides critical information to management on the interpretation and administration of labor contracts, personnel policies and procedures and other applicable rules, regulations and laws. Provides advice and recommends appropriate disciplinary and corrective actions.
2. Represents department or division and provides support in the negotiation of union labor contracts. Participates in labor negotiations.
3. Conducts investigations into allegations of discrimination and other misconduct, write investigative reports, and present findings and recommendations to management.
4. Represents the division in all stages of grievance hearings. Conduct final step grievance hearings for the division. Prepare grievance responses and negotiate settlements.
5. Provides in-house assistance for employment related litigation.
6. Creates and delivers training programs for managers and supervisors on labor relations issues related to performance coaching, discipline, contract interpretation, anti-discrimination policies, investigation, documentation and other workplace issues.
7. Establishes and maintains on-going, effective communication with employees, shop stewards, and management and union officials. Facilitates the resolution of employee relations issues and problems.
8. Coordinates activities internally and with other King County Agencies.
9. Facilitate the resolution of employee relations' issues and problems.
10. Provide support in arbitration proceedings, negotiating settlements when appropriate.

QUALIFICATIONS: Bachelor's degree in business or public administration or related field and three (3) years of related work experience that demonstrates the ability to perform the essential functions of the job, and a thorough understanding of public sector labor/employee relations practices, theory and law. Also, the ability to negotiate and administer labor contracts handles grievances and manages the arbitration process for the division. Additional combinations of education and experience that demonstrates the ability to perform the essential functions of the job will be considered at the discretion of the hiring authority. Excellent oral and written communications skills, effective listening and problem solving skills, and the demonstrated ability to present information to a variety of audiences. Candidates will have demonstrated ability to use traditional and collaborative methods to resolve conflict and build trust and credibility with employees and management. The successful candidate will have working knowledge of computer software and technology that supports the effective delivery of work assignments and general working knowledge of human resource issues.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's license at the time of hire and the ability to work out of both locations and travel throughout King County.