

LABOR RELATIONS SECRETARY

Class Definition

Performs highly responsible, complex and confidential secretarial, administrative and clerical duties for the Labor Relations Division.

Distinguishing Characteristics

The Labor Relations Secretary performs secretarial and administrative support functions for the Labor Relations Division, which require general working knowledge of labor contract administration, government organization, and City policies and procedures. Incumbents exercise discretion and independence of judgment while handling confidential and sensitive matters of an administrative/secretarial nature.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Coordinate overall office support functions and activities for the Labor Relations Division as assigned.

Serve as liaison between the Labor Relations Manager, labor organizations, other City management positions and departments, boards, commissions and the public; screen calls, visitors and mail.

Serve as secretary to a major board or commission; coordinate, schedule, take minutes and prepare appropriate background materials and files for the proceedings; follow through on actions taken by formally notifying parties involved and documenting remaining procedures or alternatives available to those involved.

Interpret MOUs, City and departmental policies, rules and regulations; refer inquiries as appropriate.

Compose and type a variety of documents, including but not limited to labor contract language, general correspondence and memoranda utilizing computer equipment.

Schedule and attend meetings, negotiations sessions, and conferences as directed.

Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.

Initiate and maintain a variety of files and records which may involve sensitive personnel actions, grievances, employee investigations, litigation and negotiations strategy.

Research, compile and analyze data for negotiations, special projects and various reports.

Coordinate special projects and activities as assigned.

Perform related duties as required.

Knowledge, Abilities, and Skills

Knowledge of English usage, spelling, grammar and punctuation.

Knowledge of modern office, procedures and equipment.

Knowledge of business letter writing.

Knowledge of personnel policies, labor contract administration, arbitration procedures, and legal research.

Knowledge of organization, procedures and operating policies of the City.

Knowledge of principles of supervision, training and performance evaluation.

Knowledge of City government organization, functions, policies, rules and regulations.

Knowledge of basic principles of research and report preparation.

Ability to understand the organization and operation of the City and outside agencies as necessary.

Ability to communicate effectively orally and in writing.

Ability to represent the Labor Relations Manager at various meetings and engagements as assigned.

Ability to compose general correspondence, memoranda and letters.

Ability to interpret and apply labor agreements, administrative and departmental policies, laws and rules.

Ability to operate modern office equipment, including computer and peripheral equipment.

Ability to work independently in the absence of the Labor Relations Manager.

Ability to analyze situations with discretion, adopt effective courses of action, and apply critical thinking skills.

Ability to compile and maintain complex and extensive reports, maintain division record keeping and retrieval systems, and prepare reports.

Ability to maintain confidential data and information.

Ability to understand and follow oral and written directions.

Ability to remain knowledgeable and proficient in office and secretarial techniques through readings, research and training.

Ability to type and transcribe accurately at a speed necessary for adequate job performance as required by the position.

Ability to establish and maintain effective interpersonal relationships at all organizational levels, with the public, and labor organizations.

Minimum Qualifications

Four years of increasingly responsible secretarial experience, which includes one year of supervisory and administrative duties and responsibilities.

Special Requirements

Paralegal, legal secretary, specialized secretarial or office management certification from an accredited institution is desirable.

APPROVED: _____

Director

DATE: _____

ATS/CMT/sas/07/08/98