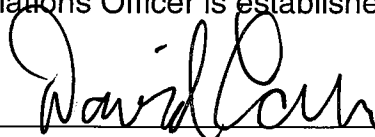


LABOR RELATIONS OFFICER

This is administrative work assisting in contract negotiations, conflict resolution, positive employee relations and grievance handling. The Labor Relations Officer serves as a key contributor to the development of the University's labor and employee relations program. Work involves responsibility for advising management on the interpretation and application of labor contracts, personnel policies and procedures, as well as potentially litigious and sensitive employment issues; drafting investigative reports, presenting investigative findings and recommendations to decision makers, and recommending appropriate disciplinary and correction action; overseeing processes for review and resolution of employee grievances; maintaining current knowledge of employee and labor relations trends, legal decisions, and statutory changes; assisting in the development, amendment and implementation of Board of Regents policies, executive policies, and administrative procedures; and participating in legislative committee sessions, including presenting testimony on behalf of the UH System and responding to questions posed on administrative programs. Areas of responsibility include, but are not limited to, development and implementation of formal conflict management systems to address and manage workplace conflict; planning, strategizing and coordination of public collective bargaining negotiations; and provision of training, coaching and consultation to supervisory staff on employee and labor relations matters including workplace policy application, investigative techniques, disciplinary procedures, labor contract compliance, managing employee job performance and employee misconduct.

Work is performed under the general supervision and guidance from a senior administrator. Work entails considerable contact with senior system wide and campus administrators, legislators and their staffs, faculty, students, and state agencies. A position in this class is expected to exercise judgment, discretion and initiative, with the ability to understand and apply complex business and administrative concepts and communicate effectively with diverse constituents in higher education. In addition, the work requires the ability to establish and maintain positive and effective working relationships.

The class Labor Relations Officer is established effective 12/10/2018.



President, University of Hawai'i

Dec 10, 2018

Date