The Los Angeles Community College District (LACCD) invites applications for the position of Employee Relations Specialist. This position performs a variety of professional-level staff work related to an employer-employee relations program including investigation, analysis, and adjudication of disciplinary actions, grievances, appeals, and complaints.

MONTHLYSALARY: $6,478 - $8,025\*

\*Salary Information is based on a full-time, 12-month position

**TYPICAL DUTIES**Conducts investigations requiring fact-finding and the verification and resolution of facts and issues in matters affecting disciplinary actions, grievances, appeals, and complaints.

Analyzes and evaluates evidence in cases of disciplinary action; develops additional supportive evidence, background information, and documentation; and when appropriate prepares statements of charges for Board of Trustees' approval and recommends appropriate disciplinary action.

Interprets negotiated bargaining agreements for management and supervisory staff.

Confers with administrators and supervisors on the effective resolution of employee relations problems by providing information on progressive discipline, evaluation procedures, due process requirements and complaint and grievance procedures and recommending courses of action.

Acts as the District's advocate at classified disciplinary and grievance hearings which includes the subpoenaing of witnesses, pre-hearing preparation of witnesses, answering of interrogatories, the production of records and evidence, and preparation of statements and briefs.

Advises employees on the rights, privileges, and burdens of employees and supervisors in filing grievances, appeals, and complaints, and counsels individuals on minor problems of employee conduct or dissatisfaction, poor work habits, leave problems, indebtedness, and provisions related to various employee benefits and services.

Assists in the development of District-wide policies, procedures, and standards to assure equitable and impartial treatment of employees in such matters as supervisor employee relations, employee conduct, employee rights, and grievance and appeal procedures.

Mediates discussions between supervisors, employees, and employee representatives regarding problems adversely affecting an employee's performance.

Reviews unemployment claims; files appeals as appropriate; represents the District at appeal hearings.

Reviews and evaluates medical reports, reports of arrest, criminal investigations, and related data; interprets health and arrest/conviction standards; and makes disposition on the eligibility of individuals for employment and retention.

Effectively utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.

Effectively utilizes the capabilities and functions of specialized software programs in the production of management information and reports.

Establishes and maintains working relationships with Federal, State, and local governmental agencies whose functions are related to employer-employee relations.

Participates in a variety of standing and ad hoc committees regarding personnel practices.

Assists in the analysis of the effects upon the District of legislation related to employer-employee relations.

Assists in the development of negotiation strategies for collective bargaining and interprets negotiated agreements for management.

Assists in preparation of proposals and counter proposals for discussion at the collective bargaining table.

Researches information used in the negotiation process on matters such as salaries, employment practices, employee benefits, etc.; prepares reports on findings; and makes recommendations.

Performs related duties as assigned.

**BENEFITS**

* Medical and dental insurance and vision care plans are provided for employees and their dependents.
* A $50,000 life insurance policy is provided free of charge for each employee.
* 12 full-pay days and 88 half-pay days of illness leave.
* At least 15 paid holidays per year.
* Vacation days accrue annually beginning at 10 days and increasing incrementally to 24 days depending on years of service with the District.  Vacation days for management and confidential positions begin at 15, 20, or 24 days.
* Other paid time off includes: bereavement leave, personal necessity leave, court subpoena, and jury duty.
* Employees become members of the Public Employees Retirement System.  The employee contribution rate is 6 percent.  The District also contributes to the retirement system.  Employees are also covered by Social Security.
* Employee Assistance Program

**MINIMUM REQUIREMENTS FOR ACCEPTANCE OF AN APPLICATION:  
Education and Experience:**  
  
A.  A master's degree from a recognized college or university with a major in labor and industrial relations, human resource management, industrial or organizational psychology, public administration, or a related field **AND** one year of recent, full-time, paid, professional-level personnel experience in interpreting bargaining contract provisions and investigating, analyzing, and resolving disciplinary matters, grievances, appeals, and complaints.

**OR**

B. A bachelor's degree from a recognized college or university preferably with a major in labor and industrial relations, human resource management, industrial or organizational psychology, public administration, or a related field AND three years of recent, full-time, paid, professional-level personnel experience in interpreting bargaining contract provisions and investigating, analyzing, and resolving disciplinary matters, grievances, appeals, and complaints.

**Special:**A valid Class “C” Driver's License is required.   
Travel to locations throughout the District is required.  
  
**For a complete job description including the Knowledge, Skills, and Abilities associated with the position please visit our website.  
  
EXAMINATION PROCESS**  
The examination process may consist of one or more parts which may include a training and experience evaluation, written test, performance test and/or oral interview.   
  
**ACCOMMODATION**Individuals protected by the Americans with Disabilities Act (ADA) may request, orally or in writing, an accommodation in the examination process. Documentation of the need for accommodation is required solely for the purpose of establishing that the applicant has an ADA disability and that the disability necessitates a reasonable accommodation. Typically, a recent letter from an appropriate health care or rehabilitation professional which establishes that the applicant has an ADA qualifying disability, identifies the functional limitations as they relate to the testing situation, and recommends/suggests the appropriate accommodation is sufficient.  In order for appropriate arrangements to be made at the testing site, a request for accommodation and required documentation must be received by the Examiner of Record at least 3 days prior to the administration of the test.  
  
**HOW TO APPLY  
Online**https://jobapscloud.com/laccd  
 **DEADLINE**Completed applications must be submitted through our online employment system by 4:00 P.M. on **FRIDAY, MAY 3, 2019.** Resumes will not be accepted in lieu of an application. For a listing of other job opportunities with the Los Angeles Community College District, call our 24-hr job hotline, or refer to our Web Page at https://jobapscloud.com/laccd.  
 **Contact Us**Personnel Commission: (213) 891-2129  
24-hr Job Hotline: (213) 891-2099  
TDD: (213) 891-2408  
Hours of Operation: Monday – Friday 7:30AM – 4:30PM