

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Employee Relations Analyst	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0805	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 63 Salary Schedule F
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	12-17-01
		<b>BOARD REVISION:</b>	
		<b>CABINET APPROVAL:</b>	
		<b>HR REVIEW/APPROVAL:</b>	10-20-23

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**BASIC FUNCTION:**

Coordinate and perform complex, advanced-level employee relations duties requiring independent judgment and analysis related to district contract negotiations and labor relations.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Coordinate and perform complex, advanced-level employee relations duties requiring independent judgment and analysis related to district contract negotiations and labor relations. **E**

Make recommendations and provide advice to school management over interpretation and application of provisions of labor agreements; ensure district compliance with laws, policies, and labor agreements. **E**

Investigate, recommend, and/or make decisions regarding the disposition of grievances over labor agreement, complaints, district policies, and/or procedures. **E**

Develop training programs for supervisors and management concerning labor agreement over district labor relations policies and practices. **E**

Research and report on labor relations matters. **E**

Coordinate and assist management in preparation of proposals for collective bargaining; prepare, coordinate, and participate in mediation disputes; communicate with bargaining units. **E**

Prepare memorandums of understanding and letters of agreement addressing discipline, collective bargaining agreement waivers, and grievance responses on behalf of the district; prepare letters pertaining to union business release. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Prepare a variety of District/department organization charts to communicate organizational structure and relationships; prepare flowcharts to outline and create visual images of Human Resource Services processes. **E**

Develop, write, revise, and maintain position descriptions to accurately describe job content; maintain and update classification/compensation databases and internal relationship matrix. **E**

Conduct desk audits of individual and/or group positions; travel to work sites to conduct desk audits; utilize personal interviews, supporting documentation, questionnaires, and existing position descriptions to analyze and validate facts related to job content, level, compensable factors, and relationships to other positions; and prepare and submit desk audit report and recommendation for approval. **E**

Participate in collaborative meetings, meet with various labor partner and District staff to collectively produce annual work calendars for all District work groups, Prepare and implement all District work calendars, and publish on District website. **E**

Calculate salary schedules and stipend tables according to contract language, letters of agreement, past practice, and District standards; work closely with other departments to implement new and/or revised salary schedules and stipend tables; distribute and maintain salary schedules. **E**

Produce and design camera-ready documents for a variety of publications and other materials; prepare display and employment advertisements, create special effects or other visual images, and manipulate graphics and photos; develop and maintain electronic forms environment; scan graphics, signatures, and documents; and develop, design, or revise brochures, forms, handbooks, manuals, presentations, and other documents. **E**

Assist with various personnel functions including the processing of leave of absence requests, preparation of leave of absence materials, and other leave of absence related activities, notice of 39-month reemployment letters pertaining to leaves, leaves of absence, input absence reports; maintain confidentiality of sensitive information. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Remain current and knowledgeable on new classification and compensation systems for public and private sectors, job analysis, and changes in technology/human resources issues. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and department. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree with a major in human resources, ~~or~~ business administration, or a related field, and six years of increasingly responsible experience in human resources or employer-employee relations; Preference will be given to candidates with public school district experience, working with unions, and collective bargaining agreements.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license, and provide personal automobile. Overall scores in computer software - testing program preferred as follows:

Keyboarding ..... 60 Correct WPM

Word ..... 95% Overall Score

Excel ..... 95% Overall Score

PowerPoint..... 95% Overall Score

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Employee-employer relations.
- Contracts and bargaining methods.
- District personnel policies and procedures related to certificated and classified employees.
- Technical aspects of field of specialty.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Presentation, communication, and public speaking techniques.
- District organization, operations, policies, and procedures.
- Bargaining unit reports, labor relations, and negotiations.
- Operation of a computer, related software, and standard office equipment.
- Personal computer hardware, including scanners, and software including DOS-based programs, Windows, Internet, Word, Excel, Access, and PowerPoint.
- Paperless electronic forms and filing systems.
- Research methods, report writing, and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

### **ABILITY TO:**

- Perform the basic function of the position.
- Learn and understand fundamental concepts of labor law terminology and contract language.
- Prepare statistical analyses and collective bargaining documents.
- Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Develop and/or assist with training programs.
- Record or take notes at meetings, and transcribe accurately.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

## **WORKING CONDITIONS:**

### **SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information in person and on the telephone; see to read, prepare, and proofread documents; stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend at the waist, reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies from cabinets and shelves; lifting light objects.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

*(Former Title: Analyst III, Employee Relations)*

**NOTE:** This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.