

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB435 Classification & Labor Relations Program Manager
<b>POSITION #/TITLE:</b> 1290 Classification & Labor Relations Program Manager	<b>Adopted:</b> 08-08
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Human Resources	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11 12 with certification
<b>Reports To Position #/Job Code #/JC Title:</b> 1212/NB214/Human Resources Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Standard & Advanced Word, Standard & Advanced Excel, Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Plans, develops, evaluates, and administers a wide variety of professional and technical duties in administration of human resources programs, with an emphasis on classification, compensation, and labor relations. Performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Serves as Human Resources Director in his/her absence, or represents Human Resources Director as assigned.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, develops, evaluates, and administers the operational processes, procedures and functions of the classification/compensation and labor relations programs and activities;  
Maintains position profile records, including position descriptions, provides assistance to departments in writing descriptions and ensuring consistency and compliance with employment and labor law;  
Administers the City's classification and compensation programs, including reviewing salary placements and compensation adjustments;  
Completes and conducts salary and benefit surveys and requests, including research, analysis and preparation of summary reports of data;  
Works with the department directors and managers to create or modify City organizational structures and staffing requirements and explains related proposals to department heads, Human Resources Director and the City Manager;  
Participates in salary planning and implementation activities;  
Ensures that the City's pay policies comply with relevant laws;  
Responsible for PeopleSoft records related to classification and compensation, including job code changes, salary plan changes and step increases;  
Administers and assists with development of employee and labor relations programs;  
Assists Human Resources Director with administration of collective bargaining agreements; responds to management and employee questions and advises on application of contract language;

Advises department management staff on standard disciplinary procedures and strategies for disciplinary action;  
 Coordinates and attends grievance hearings with the unions; investigates and provides relevant facts regarding grievances and drafts employer response for HR Director approval;  
 Provides input on which grievances should be arbitrated, and researches the assigned arbitrator list;  
 Attends all grievance mediation or arbitration hearings and provides relevant information pertaining to the grievance;  
 Provides support to contract negotiations process, including research, preparation of reports and exhibits, and attendance at contract negotiation sessions;  
 Prepares correspondence and notifies non-bargaining and union employees of impending layoffs, works with employees to exercise their right to bump in accordance with the applicable labor agreement or Personnel Policy Manual;  
 Prepares and submits reports for assigned functions, showing statistical and other program information;  
 Provides policy information and answers questions from City department and division heads, other supervisory personnel and employees on a variety of human resources programs, with an emphasis on classification/compensation issues as well as labor relations issues;  
 May provide back-up support to Human Resources staff;  
 May present program information at employee orientation sessions;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Thorough knowledge of public sector classification and compensation policies, practices and techniques;  
 Thorough knowledge of the principles, practices and procedures of classification and compensation, as applied in local government and of the methods for maintaining related personnel records;  
 Thorough knowledge of personnel functions, procedures, policies, organization and State and local regulations;  
 Thorough knowledge of labor relations issues as they apply to City government;  
 Thorough knowledge of bargaining unit labor agreements;  
 Thorough knowledge of the principles and practices of public management and administration;  
 Good knowledge of Federal/State/local laws and regulations relating to Human Resources Management;  
 Good knowledge of policies and procedures in benefits, general employment/recruiting, training and development, health and safety, and general management;  
 Thorough knowledge of City department functions, procedures, policies and organization;  
 Ability to articulate positions of labor relations issues succinctly and accurately;  
 Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions regarding labor relations issues;  
 Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;  
 Ability to organize and coordinate a wide variety of materials, schedules and supportive actions;  
 Ability to communicate effectively and maintain working relationships with department heads and other supervisory personnel, bargaining and non-bargaining unit employees, union business representatives, and the public;  
 Ability to handle confidential employee and administrative information with tact and discretion;  
 Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Human Resources Management, Business, or a closely related field; and  
Considerable professional-level experience in human resources administration, with a preferred emphasis in classification, compensation, and labor relations; public sector experience also preferred;  
or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

Possession of Professional in Human Resources (PHR) or related specialized certification preferred.

**Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to produce and review a wide variety of materials in both electronic and hardcopy forms;  
Sufficient manual dexterity, which permits the employee to operate a computer and to make handwritten notations;  
Sufficient personal mobility, which permits the employee to attend perform field work at various City facilities.