



CITY OF URBANA
Human Resources Division

LABOR & EMPLOYEE RELATIONS MANAGER/ATTORNEY

JOB DESCRIPTION

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| Department: Human Resources & Finance | Division: Human Resources |
| Work Location: City Building | Percent Time: 100% |
| Job Type: Civil Service | FLSA Status: Exempt |
| Reports To: Human Resources & Finance Director / CFO | Union: Non-Union |

JOB SUMMARY

Under general direction of the HR & Finance Director, performs complex and highly responsible work in the area of employee and labor relations. This includes handling complex performance and discipline issues, grievances, interpretation of labor agreements, and participation in collective bargaining. Also performs complex and highly responsible legal work; prepares legal memoranda, contracts, ordinances, and resolutions; represents and advises Human Resources staff on legal issues; advises and participates in civil litigation; and performs other related duties as assigned. Also, works in collaboration with the City Attorney, apprising on the status of pending legal matters and consulting as needed on significant legal issues related to Human Resources and employment issues.

Scope

This class is distinguished from the Assistant City Attorney classification by its specialization in a specific area of the law and the ability to independently perform these duties at the highest technical level of expertise. Employees may progress to this class by non-competitive promotion upon meeting the specific criteria-based promotion requirements of experience and performance. General direction is received from the Human Resources & Finance Director/CFO, who reviews work through reports and an evaluation of overall results achieved.

ESSENTIAL FUNCTIONS

- Manages the City's employee and labor relations program.
- Advises supervisors and managers on disciplinary procedures, policies, and applicable laws and dispute processes.

- Oversees the investigation of misconduct, preparing notices of proposed and final disciplinary actions, and conducting pre-disciplinary meetings.
- Reviews appeals and grievances, investigates as needed, and recommends action.
- Oversees the defense of appealed actions or with negotiation or implementation of the resolution; prepares for arbitration and civil service appeals
- Drafts or reviews all significant employment/labor-related documentation such as last chance agreements, separation agreements, memoranda of understanding, side letters, and grievance settlements.
- Represents City in unemployment, labor, arbitration, and other hearings involving personnel or payroll disputes.
- Investigates allegations of discrimination and/or harassment. Reports findings to management, recommends actions, and assists with the implementation of approved recommendations. Acts as primary point of contact for complainants and works in conjunction with supervisors to discuss findings and any possible resultant actions with alleged violators of City policy. Prepares position statements in response to external charges of discrimination and assists with the fact-finding conference.
- Reviews unemployment insurance claims filed against the City to determine claimant's eligibility; oversees the processing and response to all claims.
- Serves as primary liaison to external labor and employment counsel;
- Reviews and interprets all current collective bargaining agreements, Memoranda of Understanding, and related documentation; writes proposed contract language, and advises managers and supervisors regarding administration of their provisions.
- Advises staff of discipline and performance management issues, and applicable law and dispute processes; directs or advises on related investigations
- Advises staff on grievance avoidance and settlement, grievance and contract arbitration, and represents the City in arbitration;
- Drafts or reviews all memoranda of understanding or contract amendments for all labor agreements;
- Participates in collective bargaining; may serve as lead negotiator;
- Attends Labor-Management meetings
- May mediate or otherwise resolve employee conflicts;
- Enforces City policies that pertain to areas of responsibility;
- Participates in review of proposed workers compensation settlements.

- Advises City staff on municipal legal matters related to Human Resources. Interprets federal and state statutes, regulations, and case law and City ordinances.
- Prepares and reviews ordinances, resolutions, contracts, and other legal documents related to Human Resource matters.
- Negotiates settlements of legal disputes with adverse attorneys or parties.
- Conducts legal research and prepares verbal and written opinion, recommendations, and advice on specific issues.
- Represents the City as legal counsel in administrative proceedings, including Civil Service Commission and the Urbana Civilian Police Review Board.
- Provides advice as required to the Human Relations Officer regarding human rights case processing and procedures.
- Drafts and/or reviews written agreements and contracts; ensures the City is protected from unwarranted liability; provides for the accurate reflection of the City's terms in the final wording of the document.
- Reviews court decisions and new or amended federal, state, and local legislation to determine impact upon the powers, policies, practices, and laws of City government.
- Researches and recommends modifications to existing ordinances and practices and/or proposes new City legislation.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Knowledge and ability acquired through receipt of Juris Doctorate from an American Bar Association (ABA) accredited law school;
- Four years of progressively responsible experience as a full-time attorney, including first chair trial experience; experience in a municipal or public agency setting preferred;
- Substantial experience in employee and labor relations, including but not limited to collective bargaining, employee discipline, grievance/arbitration preparation and resolution.

Knowledge of

- Title VII of the Civil Rights Act, Equal Pay Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, and Uniformed Services Employment and Reemployment Rights Act., and other state and federal laws, codes, and regulations pertaining to employment in general and public employees specifically.

- Principles and practices of providing professional legal counsel to include representing the City in litigation, negotiations, financial transactions and contract development.
- Modern and complex principles and practices of constitutional, municipal, and employment/labor law.
- Methods and techniques of legal research including use of computerized Westlaw (or similar) research.
- Principles of legal and business letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Prosecution and defense of civil cases;
- Negotiation strategies.
- Principles of grievance arbitration.

Ability to

- Conduct research on legal problems and prepare sound legal opinions;
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Communicate concisely and clearly both orally and in writing and present statements of law clearly and logically.
- Litigate civil cases in court or before administrative agencies;
- Draft legal instruments and proposed legislation;
- Assume responsibility for and complete assigned work within established deadlines.
- Work independently and complete assigned work with minimum supervision and instruction.
- Exercise sound analytical judgment in assigned work, and identify and implement sound decisions in accordance with policies, procedures and applicable laws.
- Handle requests, suggestions, criticisms, and complaints tactfully and effectively in order to establish and maintain good will with others.
- Maintain integrity by demonstrating honesty and ethics.
- Pay attention to detail and be thorough in completing work tasks.
- Be reliable, responsible, and dependable in fulfilling obligations.
- Establish and maintain personally challenging achievement goals and exert effort toward mastering tasks.
- Maintain composure, keep emotions in check, and control anger, even in very difficult situations.

- Adjust priorities quickly as circumstances dictate;
- Represent the City in difficult and complex negotiations and conflict resolution.

CERTIFICATES & LICENSES

- A current and valid license to practice law in Illinois.

Supplemental Information

Supervision received

- Works under general supervision: the incumbent receives guidance in terms of broad goals and overall objectives. Generally, the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Physical Demands and Working Conditions

- Physical Demands:
- Working Conditions: may require occasional attendance at evening meetings and supporting special project deadlines outside the normal workweek.

Job Dimensions

- Interactions with others: Interactions are highly unstructured and incumbents are often required to resolve difficult and unstructured problems. Interactions are commonly with administrators, department heads, high-level committees or external constituents in order to defend, negotiate or resolve controversial and/or long-range issues and problems. Interactions occur in situations subject to divergent views, skepticism, resistance, uncooperative attitudes and conflicting objectives. Interactions often require high levels of interpersonal skill and require the ability to influence, interrogate, or control others through debate, persuasion, or authoritative recognition and require strong analytical and decision-making skills.

Class Specification History

New class: June 24, 2020

For HR/Finance Use

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| Job Class Code | Pay Grade 353 |
| EEO Category 2–Professionals | LVL |