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|-------------------|---------------------------|--------------------|---|
| <b>Job Title</b>  | Director, Labor Relations | <b>Job Code</b>    | HR0515                                  |
| <b>Pay Plan</b>   | A&P                       | <b>Pay Grade</b>   | 22                                      |
| <b>Union</b>      | Non-Union                 | <b>FLSA Status</b> | Exempt                                  |
|                   |                           | <b>Union Code</b>  | 0                                       |
| <b>Job Family</b> | Human Resources           |                    | Employee/Labor Relations and Compliance |
|                   |                           | <b>Subfamily</b>   | Compliance                              |

### Job Family & Subfamily Summary

**Human Resources Professionals** provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

**Employee/Labor Relations and Compliance Professionals** perform employee labor activities such as collaborative problem-solving, resolution of disputes, contract negotiation, and participation in dispute hearings. Advise managers on a variety of employment matters, ensuring compliance with federal and state regulations.

### Job Summary

Shapes the development, implementation and administration of labor relations programs and policies. Assists with the collective bargaining contract negotiations, impasse proceedings, Unfair Labor Practice hearings, grievances, and arbitration hearings.

### Representative Duties

#### 1.

- Prepares, reviews, and edits final contracts for further review and approval
- Performs investigations for grievances, discipline, and non-reappointments
- Assists in preparing arbitration cases
- Interacts directly with union agents to discuss processes and procedures for faculty personnel actions, and has authority to determine the appropriate measures
- Prepares first drafts and edits grievance decisions
- Creates and tailors language for administrators to use in letters of counsel or reprimand
- Consults on labor issues
- Counsels administrators to reduce risk to university, and prepares them for meetings with personnel
- Monitors, directs, and has signature authority for faculty non-reappointments
- Serves a subject matter expert in various areas of human resources management
- Oversees archiving of all documents
- Prepares training materials and presents information to university administrators

#### 2. Collective Bargaining

- Initiates communications and maintains outreach for clear communication
- Researches models of processes and procedures within UCF
- Identifies best practices
- Analyzes bargaining materials and develops settlement proposals
- Proposes bargaining strategies and maintains records
- Attends all collective bargaining meetings and consultations with the United Faculty of Florida (UFF)
- Briefs the Provost or Associate Provost and Chief of Staff as necessary

#### 3. Policy Administration

- Examines, authorizes, and oversees tracking and delivery of UFF dues deductions forms to HR
- Solely responsible for tracking and notifying the union of in- to non-unit conversions
- Serves as a member of university review committee for layoff requests
- Oversees weekly communications to faculty with recall rights
- Acts as intermediary between some faculty with recall rights and hiring officials

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| <ul style="list-style-type: none"> <li>• Interprets and applies administrative rules and policies, administrative procedures, university regulations, and the Collective Bargaining Agreement</li> </ul>  |
| <b>4.</b>   |
| <ul style="list-style-type: none"> <li>• Interacts on a daily basis with high-level administrators</li> <li>• Provides advice to administrators on how to handle specific employee problems</li> <li>• Manages special projects as assigned</li> <li>• Stays current with university regulations</li> <li>• Represents the university at labor-related conferences</li> </ul> |

| <b>Education, Experience, Skill Requirements</b>                          |                 |                  |
|---|-----------------|------------------|
|   | <b>Required</b> | <b>Preferred</b> |
| <b>Education Level</b>  | Bachelor's      | Master's         |
| <b>Certification(s)</b>   |                 |                  |
| <b>Licensure(s)</b>   |                 |                  |
| <b>Work Experience</b>  |                 |                  |
| 8+ years of relevant work experience<br>3+ years of leadership experience |                 |                  |
| <b>Additional Requirements</b>  |                 |                  |
|   |                 |                  |
| <b>Physical/Environmental Demands</b>                                     |                 |                  |
| Standard office environment with no unique physical demands               |                 |                  |

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**