

SNOHOMISH COUNTY JOB DESCRIPTION

CHIEF LABOR CONTRACT NEGOTIATOR

Spec No. 1159

BASIC FUNCTION

To perform professional work in contract negotiations including lead negotiator and liaison between all stakeholders in Executive, Council and Prosecutor Civil Division. May lead Labor Relations Division within Human Resources Department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Responsible for the negotiation of the county's labor agreements and the chief interpretation and explanation of labor laws, contracts, memoranda of understanding, and ordinances.
2. Serves as county Chief Negotiator; develops appropriate language for labor agreements and submits ratified labor agreements to county officials.
3. Exercises considerable initiative, sound judgment, tact and diplomacy when consulting with county management officials, elected leaders, union organization representatives and individual employees.
4. Plans, organizes and directs collective bargaining negotiations with representatives of union organizations pursuant to laws and ordinances governing wages and salaries, medical and other benefits, hours of work and working conditions.
5. Reviews and analyzes negotiated proposals, counter proposals and contractual agreements for their impact on the county.
6. Keeps abreast of the latest data concerning wages and salaries, medical and other benefits, hours of work and working conditions for use in preparing recommendations and in conducting discussions with employee organizations, develops related policies and procedures.
7. Maintains constant awareness of laws, ordinances and statutes affecting labor negotiations, and other labor relations; keeps abreast of arbitrator decisions and changing labor relations concepts and unions' doctrines and philosophies.
8. Analyzes and submits recommendations on pending legislation that may affect collective bargaining activities while working closely with Prosecutor's Office.
9. Promotes employer/employee understanding of the purposes, policies and programs involving collective bargaining.
10. May investigate employment related misconduct, grievances and issues in dispute.

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STATEMENT OF OTHER JOB DUTIES

11. Performs other related duties as needed to accomplish goals and objectives.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Business or Public Administration with major course work in labor relations-labor law and a minimum of six (6) years of progressively responsible experience in contract negotiations; OR, any equivalent combination of education, training and/or experience that provides the required knowledge and abilities. Master's degree may substitute for two (2) years experience.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of public employee collective bargaining, multi-program administration, and supervision;
- thorough knowledge of prevailing federal, state and local ordinances, policies, standards and practices in labor relations activities;
- the principles, objectives, methods and problems of public administration.

Ability to:

- negotiate agreements and adjust differences in labor or employee relations;
- win the confidence and cooperation of county officials and union or employee representatives;
- communicate clearly and concisely, orally and in writing;
- collect and interpret data through administrative studies and surveys, and exercise sound judgment in arriving at conclusions;
- develop a sound course of action or strategy based on a thorough understanding of available information and data;
- establish and maintain effective working relationships with county administrative officials, department heads, employees and representatives of labor and employee organizations.

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SUPERVISION

Employee may supervise human resource para-professionals and clerical staff. Employee receives supervision from the Human Resources Director. Employee carries out assignments on his/her own initiative. Work is performed with considerable independence and is reviewed through reports, meetings, and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with field trips to work sites throughout the county. The employee is required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2013

Revised: April 2013

EEO Category: 2 - Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 – Non-Hazardous