



Personnel/Human Resources Department Job Announcement

Labor Negotiator

(Strategic Advisor 3, General Government)

Salary: \$41.44 to \$62.16

Position Summary

The mission of the City of Seattle Personnel/Human Resources Department is to provide strategic and operational human resources services that meet the City's workforce and organizational needs. Our values reflect our best thinking of how we want to act and interact with customers, consumers, stakeholders and each other: ingenuity, integrity, inclusion, commitment and respect.

As a Labor Negotiator, you will report directly to the Director of Labor Relations and you will have extensive contact with all levels of City management including elected City Officials, representatives from other governmental regulatory and administrative agencies, labor union representation, and their legal counsel. You will provide advice on handling difficult employee problems; represent the City in labor-management problem resolution, and resolve complex problems of a legal nature which may be politically sensitive and have substantial cost implications for the City. You will perform specialized, professional labor relations activities of a highly sensitive and confidential nature including formulation of strategy and coordination of resources to present the City's interest in labor negotiations, mediation, arbitration, grievances and grievance arbitration, unfair labor practices, and state and federal agency proceedings. You will serve a chief spokesperson and negotiate labor contracts with unions that represent City employees; interpret collective bargaining agreements and negotiate mid-term changes; investigate grievances and recommend grievance responses and settlements to contract disputes and disciplinary actions; write or review discipline letters, grievance responses, last chance agreements, Letters of Agreement, and Memoranda of Understanding; and research, develop, and present training materials for supervisors, managers, City Officials, and Human Resources on labor relations issues.

Required Qualifications

Requires a Bachelor's degree in the labor relations, public or business administration, economics, or a related field and three years of professional experience in a Labor Relations environment, including experience as a chief spokesperson in labor contract negotiations and administration, or employment law. Experience working collaboratively with a diverse workforce.

Education/Experience Equivalency: Equivalent levels of training, certification and experience will be evaluated on an individual basis for comparability

Desired Qualifications

The most competitive candidates will have six years of experience as a chief spokesperson in contract negotiations, administration, and grievance resolution; and knowledge of Washington State regulations governing labor relations.

All potential Personnel/HR team members are evaluated for the following competencies:

- **Customer Service** – the ability to work effectively with internal customer and/or clients to satisfy their service or product expectations
- **Communication** – the ability to take part in effective communication, which is characterized by skills and understandings that enable communication utilizing the Department's values
- **Job Knowledge** – the degree to which employees have job-specific knowledge necessary to provide the appropriate quality and quantity of work in a timely and efficient manner

- **Accountability** – the ability to demonstrate responsibility for personal and professional conduct, which contributes to the overall goals and objectives of the Department
- **Interpersonal Skills** – the ability to interact effectively with others to establish and maintain smooth working relationships

Application Process

Please apply at www.seattle.gov/jobs by 4:00pm on June 24. The Personnel/HR Department values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities, and veterans are encouraged to apply. If you have questions please contact Melissa Beatty at melissa.beatty@seattle.gov.