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# Example of Labor Relations Manager Job Description

Our company is searching for experienced candidates for the position of labor relations manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for labor relations manager

* Plans, organizes and focuses HRBP activities of the department
* Establishes and maintains department records and reports
* Serve as the CSU advocate at statutory meet and confer sessions, contract grievance meetings, conduct PERB Fact Finding, serve as a subject matter expert on HEERA issues
* Arbitrate employee grievances arising from collective bargaining agreements
* Provide high-quality customer service and working as a contributing member of an integrated team of diverse individuals committed to resolving a variety of complex employee and labor relations issues
* Respond to inquiries from campus administrators
* Research issues of employment and labor law and regulation, as needed
* Analyze proposed labor legislation
* Collaborate with GPO Project Manager peers and GPO to ensure alignment and creation of a best practice sharing community
* Support/lead process localization activities, workshops, process documentation, SRT (service rehearsal testing), go-live activities and other process work as required

## Qualifications for labor relations manager

* Solid understanding of Employment Law, NLRA and the skill set to make decisions and advise management on effective labor relations decisions
* Proven track record of performance results
* At least five years related HR experience in a complex regulatory environment and unionized setting
* HRIS expertise demonstrated by extensive IT systems work
* Prior experience with multiple benefit programs preferred
* Bachelor's degree in Human Resources Administration or related field