

# Example of Employee / Labor Relations Job Description

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Our company is looking for an employee / labor relations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for employee / labor relations

- Monitor legal developments to ensure compliance with federal, state and local employment laws
- Provide employee relations support, guidance and direction to the HR organization and business leaders, with a particular emphasis on the administration of policies and compliance programs
- Develop, update and audit the consistent application of employment policies and procedures across all business units
- Evaluates grievances and other local conflicts resulting from the labor agreements to determine if contractual violations have occurred and implement appropriate remedies to grieving parties
- Ensures that labor relations plans are implemented, as agreed with local management, to mitigate the potential negative impact of any issues on continued operations
- Develops and implements "early warning" systems to identify labor relations issues that may escalate beyond the local level
- Builds relationships with key labor organizations in the NCAL Region, including relationships with various national and/or local labor union organizations and their key representatives, to create a positive platform to address issues as they arise and builds future positive relationships by obtaining input on a proactive basis
- Represent Employee and Labor relations on corporate initiatives as assigned

and work with the business more effectively

- Works with management in responding to grievances in unionized facilities

## Qualifications for employee / labor relations

- A minimum of 8 years progressive HR experience with a concentration in Employee Relations, Labor Relations, and HR Generalist experience researching, investigating, and addressing employee misconduct and below job performance standards
- Experience using Service Center technologies, ticket management, knowledge management, telephony / IVR, document management, preferred
- Experience working in a union environment is required
- 5+ years progressive Continuous Improvement experience in a shared services organization, preferably HR, Finance, or Procurement
- Process simulation and modelling experience
- BA plus a minimum 10 to 12 years of demonstrated experience in labor relations and employee relations and engagement, in both union and non-union environments with primary responsibility for managing labor and employee relations and engagement matters