

# Los Angeles County Metropolitan Transportation Authority

## Job Classification Specification

### EXECUTIVE OFFICER, LABOR & EMPLOYEE RELATIONS

#### Basic Function

To provide executive direction to the Labor & Employee Relations' functions of Metro.

#### Classification Characteristics

This classification is exempt/at will and the incumbent serves at the pleasure of the hiring authority.

Supervised by: Chief Human Capital & Development Officer  
Supervises: DEO, Labor Relations; Director, Labor Relations; Manager, Employee & Labor Relations; Chief Administrative Analyst; Administrative Aide

#### Work Environment

In order to achieve the Agency's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Services Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce greenhouse gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.
- **Community** - To actively engage with the Community as it relates to Metro interest/services.

## **Executive Officer, Labor & Employee Relations**

(Continued)

### **Example of Duties:**

- Represents the Chief Human Capital & Development Officer at meetings with Labor Unions
- Serves as liaison to Metro Board of Directors on labor issues
- Develops and implements strategy and data for negotiations, mediation, and arbitration with employee organizations/labor unions
- Serves as Principal Negotiator for all labor negotiations
- Under direction of the CEO, directs staff in labor-management negotiation process
- Plans and implements department goals and objectives; and administers department budget
- Consults and confers with government officials on provisions of related law and acts governing the Authority
- Prepares and presents written and oral reports to management, the Board of Directors and outside agencies
- Directs professional staff in advising line management in the interpretation of collective bargaining agreements, personnel policies and the resolution of grievances, including arbitration
- Participates in the preparation and presentation of issues for litigation; coordinates with attorneys
- Directs the design of labor relations training programs
- Directs Metro action during union campaigns, elections or work stoppages
- Complies with Metro's efficient and effective bill paying standard to ensure project and cost center invoices are paid in a timely manner
- Oversees, monitors, and adheres to departments/units budget, goals, and schedules which complies to agency-wide fiscal responsibility
- Communicates Metro's safety vision and goals; oversees the implementation of agency and departmental safety rules, policies, and procedures; and maintaining accountability for safety performance of all subordinate employees
- Contributes to ensuring that the EEO policies and programs of Metro are carried out.
- Complies with all of Metro's safety rules, policies, and procedures

### **Essential Knowledge and Abilities**

- **Knowledge of:**
  - Theories, principles, and practices of employee and labor relations management
  - Labor law and applicable local, state, and federal laws, rules, and regulations governing public sector labor relations
  - Labor, economic and operating trends throughout transit and other industries
  - International union's philosophies and constitutions and general concept of labor agreements
  - Modern management theory

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## **Executive Officer, Labor & Employee Relations**

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- **Ability to:**
  - Plan, organize and direct the work of an employee relations department
  - Mediate and negotiate
  - Communicate effectively orally and in writing
  - Interact professionally with various levels of Metro employees and outside representatives
  - Prepare comprehensive reports and correspondence
  - Represent Metro before the public
  - Analyze situations, identify problems, recommend solutions, and evaluate outcome
  - Exercise independent judgment and creativity in making decisions during collective bargaining sessions
  - Determine strategies to achieve financial and staffing goals
  - Establish and implement policies and procedures
  - Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
  - Supervise subordinate staff
  - Travel to offsite locations within a reasonable timeframe

### **Minimum Qualifications**

Potential candidates interested in the Executive Officer, Labor & Employee Relations position **MUST** meet the following requirements:

- Bachelor's degree - Business Administration, Industrial Relations, Law, or other related field
- 8 years' experience in all areas of Labor Relations including 5 years' at the management-level with an organization having multiple union representation;
- Experience as a Chief Negotiator required
- Master's degree or Jurist Doctorate desirable
- Professional certifications and/or licences desirable

### **Special Conditions**

- None

### **Disclaimer**

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.

## **TO APPLY**

To be considered for this opportunity, please submit your resume and letter of interest electronically, as soon as possible, to: [daphne@thehawkinscompany.com](mailto:daphne@thehawkinscompany.com), attention Daphne Le Blanc. The letter must include current salary information; budget and staff size; largest workforce supported; and two major accomplishments that illustrate your qualifications. Resumes received by **February 1, 2017** will receive first consideration. For the complete position description, please visit [www.thehawkinscompany.com](http://www.thehawkinscompany.com).

While we prefer applications to be sent electronically, mailed applications can be sent to: **Daphne Le Blanc, Partnering Consultant, THE HAWKINS COMPANY**, 8939 S. Sepulveda Blvd, # 110-216, Los Angeles, CA 90045. Confidential inquiries are encouraged and should be directed to **Daphne Le Blanc, 818-399-5787**