



Job Description

Job Title: Employee & Labor Relations Manager

Department: Administration

Supervisor: Human Resources Director

Grade: 34

Status: Exempt

FTE: 1.0

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency

Job Summary: Under the supervision of the Human Resources Director, the Employee and Labor Relations Manager will be responsible for managing the operations of the HR employee and labor relations functions. Primary responsibilities include planning and conducting investigations, interpreting contract language, processing grievances, leading contract negotiations, addressing critical employee issues, and overseeing HR compliance and policies throughout the organization. This position supervises an HR Business Partner.

Essential Responsibilities, Duties & Tasks:

- 40% Investigate and determine validity of employee misconduct claims or violations of collective bargaining agreements and organizational policies and procedures. Lead investigation processes consistent with policy or law, including thoroughly researching and analyzing information, objectively evaluating the information, collaborating with outside counsel and other HR staff members in the completion of investigations, as needed. Prepare evidence,

draft communication, and coordinate meetings related to employee disciplinary process, including reprimands and terminations. Update and improve employee relations and labor relations processes, developing investigative techniques and forms, in consultation with the HR Director.

- 25% Facilitate discussions between employer and employee representatives in attempts to reconcile differences and administer appropriate follow-up. Ensure conflict resolution and the timely processing of employee and labor relations issues. Train management on administration of collective bargaining agreements and consistent application of agency and HR policies and procedures. Advise agency leadership of correct, consistent, and equitable interpretation of labor contracts and employment law.
- 20% Serve as subject matter expert for Labor Relations including leading union contract negotiations, grievance resolution, contract and labor management relations. Works closely with management and Human Resources staff to respond to labor issues and union concerns. Facilitate discussions between Labor and Management.
- 15% In collaboration with the HR Director and other HR staff, develop and administer agency personnel policies and procedures, and ensure compliance with all federal and state employment laws and regulations. Maintain current knowledge of, and ability to interpret, Federal, State, County and City employment laws and regulations and Solid Ground policies regarding all human resource activities as well as anticipating and planning for upcoming legislation. Serve as point of contact for employee discrimination and harassment complaints, including government agency claims; labor grievances and employee performance and misconduct, including conducting investigations, and serving as agency's official respondent.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education & Experience:

Requires one of the following:

- a) Minimum of five (5) years of experience managing employee relations in a union environment and a Bachelor's degree in Human Resources Administration, Labor Relations or a related field; or
- b) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Also requires:

- Thorough knowledge of the principles, practices, and methods of human resource management as well as Federal, State, County and City employment and labor laws and regulations.
- Experience working with advisory and/or policy setting Boards and committees.
- Demonstrated experience negotiating and managing collective bargaining agreements.

Preferred Qualifications:

- Non-profit and/or Government experience preferred
- PHR or SPHR, or related certification

Minimum Qualifications:

- Excellent communication skills, both oral and written.
- Excellent customer service skills.
- Ability to maintain confidentiality of staff and client information.
- Self-motivated with an ability to problem solve.
- Ability to analyze problems and develop creative solutions to complex human resource issues.
- Proficient knowledge of computer software (Microsoft Word, Outlook and Excel).
- Knowledge of computerized information systems used in human resources applications.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Ability and willingness to work outside of normal business hours to attend meetings, make presentations, etc.
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County.

Anti-Racism Initiative (ARI) Expectations:

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all employee and labor relations.
- Encourage staff participation in Anti-Racism Initiative committees and events.
- Enhance personal skill development as well as guiding managers and supervisors in their own skill development.

Physical Demands/Working Conditions: This position works in an office setting, performing computer work 50% of the time, 25% of the time working on projects, reports, budgets, contracts, and 25% attending meetings. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs not required.

Hours & Compensations: This is a fulltime position paying annual salary starting at \$73,341 plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants must complete the Solid Ground Application Form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. **Please attach a cover letter and resume**

Closing Date: Open until filled

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status