

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## Director – Labor Relations

<b>JOB CODE: 20900</b>	<b>PAY GRADE: 24002</b>	<b>SALARY: \$69.32/HR</b>
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### GENERAL DESCRIPTION

Under the general supervision of an Assistant Chief Deputy, the main focus of this position is to serve as the liaison between the Sheriff and the certified bargaining agent for the bargaining units of sworn law enforcement members. The position represents the Sheriff's interests and ensures his continued ability to efficiently and effectively manage and direct the work force of the agency by acting as his advocate at the bargaining table and in all other interactions with the union and administers all contract city agreements for Sheriff Office services.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Negotiates labor agreements by developing strategies for goal accomplishment, writing contract language, coordinating review by management of both Administration and union proposals, presenting proposals to the union at the bargaining table and analyzing union demands. (And, when necessary, presenting the Sheriff's position through the impasse process, including report preparation and oral presentation to a Special Master and/or the Sheriff);
- Prepares contract city wording and cost analysis
- Prepares for contract negotiations by gathering and analyzing data, and developing and presenting tentative bargaining goals, along with cost information and organizational impact for the Sheriff to consider;
- Administer the labor agreements by ensuring compliance with their terms and answering questions regarding contract provisions, including oversight of FOP review of new and revised General Orders and SOP's; administer the formal and informal grievance procedures;
- Provides the labor perspective as other issues and concerns are addressed in the organization by participating on committees and attending meetings as directed by the Sheriff, or through informal interactions with other agency members
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in a related field
- 5 years' experience in negotiating and administering labor agreements although that experience can be gained in another organization
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of various labor relations functions, such as the preparation for and conduct of negotiations, executive sessions, consultations with the union, and grievance hearings to carry out the essential functions of the position (bargaining, contract compliance, etc.) and includes goal setting, strategy development, planning and organizing work accomplishment, and problem solving
- Knowledge of applicable state law and Public Employees Relations Commission (PERC) case decisions affecting public sector bargaining in Florida and the ability to apply this knowledge when bargaining and administering labor agreements to ensure conformance with the requirements of the law and prevent the commission of law violations and unfair labor practices in the conduct of labor relations;
- Ability to analyze complex written and verbal information in: the collection and analysis of market information concerning pay and benefit packages of other like-situated employees in order to formulate goals and strategies for the negotiations process; the evaluation of union written and verbal proposals as each is considered in terms of cost and organizational impact; reading, understanding, and applying PERC case law to specific situations arising in the workplace;
- Ability to communicate clearly and precisely both in writing and verbally to convey clear and concise information to the Sheriff and other management members when preparing for negotiations. Communication occurs both in written form and verbally, including when preparing written contract proposals, and communicating verbally during the bargaining process with the union and in the ongoing, day-to-day performance of the contract compliance function;
- Ability to effectively interact with a variety of individuals at all levels of the organization, in a variety of situations and circumstances, including interactions with those who may be taking adversarial positions. Interaction is required with individuals at all levels of the organization with a wide range of perspectives and interests, from the Sheriff to members of the union negotiating team. On occasion, interactions occur when emotions may be high and maintaining a calm and professional demeanor is difficult; requires addressing the issues at hand and persuading others to accept and adopt whatever goals and objectives are best, as deemed by the Sheriff, for the organization

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- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand, walk, or drive up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist