

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
LABOR RELATIONS MANAGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional labor relations positions located within the Office of State Employment Relations, Division of Compensation and Labor Relations. Positions allocated to this classification must meet the definition of managerial as defined in s. 111.81(13). This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional labor relations positions located within the Office of State Employment Relations (OSER), Division of Compensation and Labor Relations that manage a broad segment of the labor relations program through coordination of efforts among at least five bargaining units by leading the activities of at least one position classified as Labor Relations Specialist Chief. Position responsibilities affect very broad occupational areas and are accountable for the review, monitoring, and coordination of management policy and bargaining strategy to ensure consistency across the occupational areas.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions involved in the employment relations program of a state agency other than the Office of State Employment Relations and are more appropriately classified as Employment Relations Specialist, Employment Relations Program Coordinator or Employment Relations Manager-UW System.

2. Positions in the Office of State Employment Relations that are of more limited scope than the Labor Relations Manager and are more appropriately classified within the Labor Relations Specialist series.
 3. Positions in the Office of State Employment Relations that, for a majority of time, perform professional human resources functions in the areas of classification and compensation in support of the labor relations and general human resources programs and are more appropriately classified in the Executive Human Resources Specialist series.
 4. All other positions that are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Positions in this classification are filled through a competitive process.

II. DEFINITIONS

LABOR RELATIONS MANAGER

Positions in this classification require extensive knowledge of all program areas of the Division of Compensation and Labor Relations in order to manage the coordination of labor relations activities across broad occupational areas that encompass multiple statutorily recognized bargaining units. Positions in this classification provide policy guidance to at least one Labor Relations Specialist and other OSER management bargaining team members during the process of negotiations; ensure negotiation of contract language that is consistent with overall bargaining strategies and, whenever possible, consistent from one labor agreement to another; coordinate resolution of arbitration actions related to assigned bargaining units; maintain open communication with representatives of assigned bargaining units during the life of the negotiated agreements; ensure consistent interpretation of contract provisions; oversee the continual improvement and presentation of the advanced labor management training program; serve as advisor to less experienced staff providing both formal and informal training and mentoring as needed. Positions may also perform any combination of duties described in the Labor Relations Specialist Chief classification, however that work is performed less than a majority of the time. Work is performed under the general policy guidance of the Director, Bureau of Labor Relations.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109. No positions were immediately reallocated to this classification as it was determined that no existing filled position performed the duties described by the concepts in the specifications. The specification was modified effective October 5, 2003 and announced in Bulletin OSER-0003-MRS-SC to better reflect

position responsibilities and to change Department of Employment Relations to Office of State Employment Relations.

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