EMPLOYEE MANAGEMENT RELATIONS OFFICER II (DOA)

NATURE OF WORK IN THIS CLASS:

This is complex employee management relations work involved in supervising and implementing the Public Employee Management Relations Act and programs in the government of Guam, covering autonomous and nonautonomous departments and agencies.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Plans and supervises the programs and activities of the Employee Management Relations Branch of the Personnel Services Division, Department of Administration.

Implements the Public Employee Management Relations Act govering labor programs and activities in autonomous and nonautonomous departments and agencies.

Interprets and explains the program requirements and procedures to government officials, employee organizations and employees.

Develops and implements plans for improving employee-management relations programs.

Reviews and analyzes petitions submitted by labor unions or bargaining unit of employees and determines the appropriateness of a bargaining unit in accordance with the law and other requirements.

Conducts elections to select the official union representing a particular group of employees for the department/agency.

Coordinates labor matters with cognizant employee organizations and management officials; participates in contract negotiations, conciliation and arbitration procedures.

Investigates, writes reports and makes recommendations on labor relations problems.

Researches pertinent labor laws, mediation board and court decisions, labor agreements and related published material of other jurisdictions and private organizations for comparision.

Advises department representatives in the methods and procedures of handling labor grievances; assists in hearing grievances and effecting solutions; reports on solutions and conducts necessary follow-up.

Conducts workshops or conferences with management and employees relative to employee management programs or problems.

Conducts surveys and other studies in accordance with the program objectives of the labor relations branch.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of collective bargaining particularly as they apply to the public service.

Knowledge of the principles, practices and techniques of public administration.

Ability to learn and apply the Public Employee Management Relations Act, rules, regulations and policies and procedures governing collective bargaining in the government of Guam.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations and current developments and rulings affecting collective bargaining in the public service.

Ability to supervise the work of others.

Ability to lead in contract negotiations, conciliation and arbitration procedures.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in researching and evaluating facts and arriving at logical solutions.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

a) Four years of progressively responsible experience in labor relations, personnel administration, management, budgeting or related work requiring knowledge of labor management relations, and graduation from a recognized college or university with a Bachelor's degree in labor relations, business or public administration, social science, or related fields; or
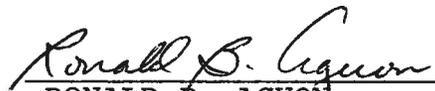
b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: September, 1982

Pay Range: 37

RONALD B. AGUON
Acting Executive Director
Civil Service Commission