

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MAY 2011
SALARY SCHEDULE: #45
CLASSIFIED SCHOOLS LEGAL SERVICE
CODE: 1,2,6,8**

BARGAINING SPECIALIST I

DEFINITION

Under supervision of the General Counsel, provide collective bargaining advice and representation to clients of Schools Legal Service.

Work closely with and under the guidance of Bargaining Specialist II, Bargaining Specialist III, attorneys and/or General Counsel.

EXAMPLES OF DUTIES

Confer with and advise clients on labor relations and collective bargaining;

represent clients in negotiations with employee organizations;

may be assigned to represent clients in proceedings before the Public Employment Relations Board;

may be assigned to represent clients in grievance proceedings;

may be assigned to represent clients in fact-finding proceedings;

prepare bargaining agreement language and settlement agreements;

prepare and deliver presentations at workshops and training sessions for district personnel;

meet any requirements set by the General Counsel concerning timekeeping and billable hours;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Duties, powers, limitations and authority of Schools Legal Service bargaining service and its labor relations specialists;

principles of law relating to collective bargaining for public schools;

principles and techniques of collective bargaining, including traditional and interest-based strategies;

principles and techniques of grievance processing;

basic research methods and writing skills required for preparation of briefs and arguments in administrative proceedings;

standard English usage, spelling, grammar and punctuation;

safe work practices.

Ability to:

Respond promptly to requests of clients; provide needed information, assistance, training, materials and resources;

plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established time lines including maintaining accurate records and files;

maintain an orderly work environment and perform tasks in prescribed and safe manner;

establish and maintain cooperative and professional working relationships with those contacted during performance of job duties;

maintain and improve professional skill and knowledge;

be flexible and receptive to change;

understand and apply principles, techniques and procedures required for effective job performance;

negotiate contracts, agreements and settlements;

draft contracts and other collective bargaining related documents with legal consequences and effect;

research and prepare briefs and position statements;

analyze bargaining and grievance-related issues;

present statements of fact, law and argument clearly and logically in written and oral form;

work cooperatively and effectively with other Schools Legal Service staff, clients and other client representatives to advocate and protect the interest of clients;

travel extensively as necessary to perform the duties of the position;

use, or learn to use, a computer for preparation of documents and conduct research using on-line and electronic library resources.

Experience:

Prior experience in a human resources capacity or as a representative or negotiator on behalf of public or private employers preferred.

Education:

College graduate, B.A./B.S. Degree.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

TS: gs

10/8/15

G:\Bargaining Specialist I.doc