

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2024
SALARY SCHEDULE: #85
RANGE: 20.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 2, 6, 8**

COLLECTIVE BARGAINING ADVISOR

DEFINITION

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

EXAMPLES OF DUTIES

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

represent clients in negotiations with employee organizations;

represent clients in proceedings before the Public Employment Relations Board as assigned, in consultation with legal counsel;

represent clients in grievance proceedings; including arbitrations as assigned by the General Counsel;

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

may be required to perform other labor relations and collective bargaining project work as directed by the General Counsel, Assistant General Counsel, or the Labor and Employment Practice Group Coordinator;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Duties, powers, limitations and authority of Schools Legal Service related to labor relations and collective bargaining;

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

principles and techniques of grievance processing, including arbitration practice;

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

rules of evidence and procedure 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;

negotiate contracts, agreements and settlements;

draft contracts and other collective bargaining related documents with legal consequences and effect subject to final review by licensed attorney;

plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines 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;

research and prepare briefs and position statements;

analyze difficult and complex bargaining and grievance-related issues;

present statements of fact 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:

Minimum of five (5) years of experience in public or private sector labor negotiations, or as an education law, labor law and/or personnel attorney, in public or private practice.

Experience representing cases in arbitration or before administrative agencies desirable.

Education:

College graduate, B.A./B.S. Degree from an accredited institution.

Conditions of employment:

Must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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 is overtime exempt and has a probationary period of one year.

CP:rn

09/06/2024

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