

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 000128
Grade: 23
FLSA: E**

LABOR RELATIONS SPECIALIST II

DEFINITION OF SERIES:

This is the journey-level classification for professional staff working in labor and employee relations. Work involves standard and non-standard assignments related to labor and employee relations.

DISTINGUISHING CHARACTERISTICS:

The Labor Relations Specialist II classification is the developmental journey-level of the class series. The Labor Relations Specialist II is distinguished from the Labor Relations Specialist III classification by the complexity of work and level of autonomy. Labor Relations Specialist II handles routine to moderately complex labor relations issues, often under closer supervision and within well-defined guidelines. The Labor Relations Specialist II has full technical responsibility for assigned tasks, including the support of smaller, less complex departments than those of higher-level staff.

Compared to the Labor Relations Specialist I, the Labor Relations Specialist II works with greater independence and on more difficult issues. Labor Relations Specialist II is expected to resolve routine grievances and provide interpretation of labor agreements, whereas the Labor Relations Specialist I focuses more on providing support and learning the basic aspects of labor relations. The Labor Relations Specialist II also contributes more to negotiations and policy interpretation, whereas Labor Relations Specialist I typically plays a supporting role.

MAJOR DUTIES:

The Labor Relations Specialist II is responsible for addressing a variety of standard and non-standard labor relations issues, including assisting with collective bargaining negotiations and interpreting collective bargaining agreements to resolve grievances and disputes. This position involves providing guidance to management on the application of labor agreements, ensuring compliance with labor laws and organizational policies. The incumbent may be assigned to support smaller or less complex departments in labor relations matters. The Labor Relations Specialist II typically handles straightforward grievances, assists in preparing for arbitration or mediation, negotiates limited settlement agreements, and performs research and analysis to support senior labor relations staff. They work under moderate supervision and follow established policies and procedures, contributing to negotiations and labor relations processes by gathering data, drafting reports, and making recommendations.

The Labor Relations Specialist II is responsible for handling moderately difficult labor relations work under more structured guidance and established frameworks. This classification typically supports higher-level Labor Relations Specialists by conducting research, preparing reports, and assisting with labor negotiations or grievance resolutions. The Labor Relations Specialist II performs work that involves applying standard labor relations principles to address routine issues, such as interpreting collective bargaining agreements and ensuring compliance with established labor laws and policies. The scope of responsibility is narrower than that of a Labor Relations Specialist III, and the work generally focuses on well-defined tasks that require sound judgment but are less complex and impactful.

EXAMPLES OF DUTIES: (Illustrative Only)

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- Participates in the development and implementation of collective bargaining strategy in the negotiation of standard or routine labor agreements.
- Participates in and/or conducts the meet and confer process.
- Reviews grievances and adverse actions for merit and adherence to correct procedures.
- May administer the contract grievance procedures.
- Participates in counseling employees and supervisors to facilitate informal conflict resolution.
- Conducts fact-finding for grievances, analyzes findings, and prepares recommendations of dispositions for determination by supervisor.
- Negotiates settlement agreements for standard or non-complex matters.
- May assist with or conduct investigations related to grievances, allegations of employee misconduct, complaints, and other related issues.
- Proposes changes to policies and procedures under review.
- Reviews and recommends supervisory and employee training content in the area of employee/labor relations; may organize and/or conduct supervisor and employee training, as assigned.
- Assists in collective bargaining negotiations by conducting research, drafting proposals, and preparing reports on contract terms and labor relations trends.
- Interprets and applies the provisions of collective bargaining agreements to resolve moderately complex employee grievances and labor issues.
- Responds to inquiries from management and employees regarding contract language, labor law compliance, and workplace policies.
- Supports higher-level specialists in preparing for grievance hearings or arbitration by compiling case documents and evidence.
- Conducts research and analysis of labor relations policies and procedures to ensure compliance with legal standards and organizational goals.
- Facilitates meetings with union stewards and department supervisors to address routine or moderately complex contract interpretation or resolve minor disputes; escalates complex or sensitive disputes to senior staff.
- Tracks and monitors compliance with labor agreements, identifying potential areas of conflict or misunderstanding that may require resolution.
- Provides assistance in the development of training materials for management on labor relations topics, including collective bargaining, grievance handling, and contract compliance.

SUPERVISORY CONTROLS:

The Labor Relations Specialist II works under moderate supervision, with assigned tasks often following established procedures and guidelines. The supervisor defines objectives, priorities, and deadlines for the work, but the employee plans and carries out the various phases of recurring assignments, referring to the Manager, Deputy, and higher-level Specialists only for situations not covered by instructions or precedent. The Labor Relations Specialist II is expected to handle moderately difficult labor relations issues with a level of autonomy, but consults with higher-level specialists or supervisors when dealing with novel or intricate matters. Supervisors provide guidance on how to approach non-standard problems, review major decisions, and ensure compliance with broader labor relations policies. Performance is evaluated based on adherence to guidelines, quality of research, and support provided to senior staff.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

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The Labor Relations Specialist II works with a well-defined set of guidelines, including labor relations policies, collective bargaining agreements, labor laws, and standard operating procedures. The guidelines are generally clear and specific, providing structured frameworks for handling labor issues. However, when dealing with unusual or non-standard situations, the Labor Relations Specialist II may need to interpret guidelines within established boundaries and seek clarification or advice from higher-level staff when the guidelines do not directly address the issue at hand.

COMPLEXITY:

The Labor Relations Specialist II deals with moderately difficult tasks, primarily involving the application of established labor relations practices and guidelines. While the work may include resolving non-routine labor issues, such as addressing grievances or assisting with negotiations, the cases are typically more straightforward than those handled by higher-level Specialists. The complexity comes from interpreting collective bargaining agreements within set parameters, ensuring compliance with laws and policies, and applying these rules to individual cases. The Labor Relations Specialist II may encounter moderately challenging situations but generally follows a clear framework or seeks guidance from more senior staff for particularly complex issues.

SCOPE AND EFFECT:

The Labor Relations Specialist II performs work that directly affects specific departments, employees, or aspects of labor relations programs. The scope of influence is more focused, usually limited to specific grievances, contract interpretation, or compliance tasks. Errors at this level can result in delays in resolving issues, misinterpretation of agreements, or non-compliance with labor laws, potentially causing dissatisfaction among employees or creating minor operational inefficiencies. While mistakes typically do not have organization-wide consequences, they can create localized issues that may escalate if not promptly addressed. The effect of errors may result in needing guidance from more senior staff to mitigate or resolve.

CONTACTS:

The Labor Relations Specialist II primarily interacts with lower to mid-level management, HR personnel, supervisors, and union stewards. Contacts may also include employees involved in grievances or inquiries related to collective bargaining agreements. The Labor Relations Specialist II's role typically involves assisting with negotiations, providing interpretation of contract language, and addressing routine labor relations matters. While the contacts are generally less formal and high profile than those at higher levels, they still require a solid understanding of labor relations principles and effective communication skills. The focus is often on providing support and clarification on established guidelines and resolving moderately difficult labor relations issues.

PUBLIC SERVICE/ASSISTANCE:

Provides limited direct service or assistance to the public.

HAZARDS:

Incumbent has limited exposure to hazardous conditions and generally is not required to use special equipment and/or adhere to special precautions.

WORK ENVIRONMENT:

Work is typically performed in an office environment.

PHYSICAL DEMANDS:

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Incumbents' work assignments are primarily sedentary. The work of this class requires employees to spend a significant portion of their normal workday using standard office equipment, such as computers, printers, copiers, and telephones.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a bachelor's degree in human resources, labor relations, business administration, public administration, or a related field.

Experience: Two (2) years of experience in labor/employee relations that includes applying labor law principles, interpreting collective bargaining agreements, and supporting labor relations cases.

Substitution: None.

Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities:

Thorough Knowledge of:

- General labor relations principles, practices, and applicable labor laws (e.g., National Labor Relations Act, Fair Labor Standards Act, Americans with Disabilities Act, , Equal Employment Opportunity), with an emphasis on interpreting and applying them to everyday labor issues.
- Basic principles of collective bargaining, including the preparation of reports, proposals, and counterproposals to support negotiation processes.
- Procedures for investigating and resolving employee grievances, with an understanding of standard contract interpretation.
- Organizational policies and procedures as they pertain to labor relations, HR practices, and employee management.
- Methods for analyzing and interpreting collective bargaining agreements, including common clauses related to wages, hours, and working conditions.
- Techniques for communicating with union representatives, employees, and management to resolve routine labor disputes.
- Best practices for supporting senior labor relations staff in more complex negotiations, grievance handling, and arbitration preparation.
- Tools and techniques for maintaining accurate labor relations records, tracking grievance outcomes, and ensuring compliance with agreements.

Skill in:

- Interpreting collective bargaining agreements and applying labor relations principles to resolve moderately complex grievances.
- Assisting in the negotiation of labor contracts and preparing reports, proposals, and recommendations for management.
- Researching labor laws and policies to ensure compliance and provide accurate information to managers and employees.
- Effectively communicating with union representatives, management, and employees regarding labor relations issues.
- Handling routine to moderately complex labor relations cases, providing support to senior staff on more complex matters.
- Organizing and analyzing data related to labor relations, grievances, and contract compliance.

Ability to:

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- Apply knowledge of labor laws and collective bargaining agreements to resolve routine labor disputes and grievances.
- Provide clear, concise interpretations of contract language to management, employees, and union representatives.
- Collaborate with senior labor relations staff in preparing for negotiations, arbitration, or mediation.
- Communicate labor relations policies and guidelines to employees and supervisors, ensuring understanding and compliance.
- Conduct research and analysis of labor trends, grievances, and contract issues to support decision-making.
- Build and maintain positive working relationships with union representatives and management.

Licenses, Registrations, Certifications, or Special Requirements: None.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of twelve (12) months, and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions in this class are normally unrepresented.

MEDICAL PROTOCOL: Medical History Review

PROMOTION POTENTIAL: Labor Relations Specialist III

CLASS SPECIFICATION HISTORY:

Class Established: April 2020
Classification Study: June 2025