Job Summary:
This job performs three functions:
- Supervise collective bargaining information request responses, costing, and other professional responsibilities that support the infrastructure of the collective bargaining process, and
- Oversee all local collective bargaining (local craft, firefighter, and SC Faculty agreements plus all requests by locations to make changes that affect the systemwide Agreements), and
- Provides labor relations management across the University, coordinating labor relations issues at assigned locations. Will serve as the primary resource for the Post Employment Benefits negotiations and as the contact for at least one of the campus-bases staff units.

The incumbent will:
- Serve as a key resource to highly complicated specialized negotiations (e.g., negotiation of UCRP changes), or systemwide negotiations as assigned
- Supervise the work of three Principal Analysts in the performance of data analysis, retrieval, costing, responding to information requests (both bargaining and public records); provision of notice to union, and the development of special reports to UC leadership and external constituents. Coordinates with the other Managers ? Labor Relations in the oversight of bargaining information requests to ensure consistency of responses between units, reduction in overlapping work for campuses.
- Oversee the development of "model language" for use at multiple bargaining tables, ensuring consist application of UC policies in the labor agreements.
- Oversees all local contract negotiations and assists campuses with local contract implementation issues,
- Manage OP responsiveness in strike activities, coordinate UC responses for union Petitions for new bargaining units and Certifications as exclusive representatives
- Oversees the management of all bargaining-related information requests, defines information needed and determines how requested information should be obtained and tracked.
- Provide ongoing management of strategic HR goals and implementation of programs and procedures that support University total rewards strategies for unionized staff at UC locations.
- Work with all levels of staff and management, internal and external representatives, attorneys and others as necessary to provide guidance and leadership in policy management. Incumbents will represent and communicate campus needs and serve as team member when developing programs and policies to address local or university-wide needs.
- Lead policy or contract development teams on matters of strategic importance to the University or individual locations.
- Coordinate with key human resources and administrative representatives at UC locations.
Job Requirements:
Bachelor's degree in Business Administration, Human Resources, or related area or an equivalent combination of education and experience.

Ten years progressive human resources experience including experience as a team/project lead or manager.

Substantial experience in all aspects of employee relations and labor relations and expertise in one or more human resources functional areas such as human resources, compensation, benefits, employment, or labor relations.

Proficient knowledge of or ability to quickly attain proficient knowledge of policies and practices affecting UC Human Resources (health and welfare, pension, compensation, HR policy, and labor agreements) to ensure applicability of programmatic changes to the UC environment.

Strong critical and creative thinking skills to assess current program design strengths and weaknesses and formulate original policy and programmatic designs; applies strategic thinking approaches to solving problems with the ability to see interrelated needs of stakeholders and plan members.

Excellent analytical and research skills as demonstrated by the ability to develop, assess, and synthesize information and recommendations from a wide variety of sources on a broad range of issues to formulate program, policy, and service recommendations.

Demonstrated working knowledge of principles and practices of human resources programs and associated legal and procedural requirements and federal and state rules and regulations; thorough knowledge of labor and employment laws (e.g., HEERA, FLSA, PRA, FMLA, Title VII).

Demonstrated ability to work as part of a team in a collaborative environment, build consensus and promote the exchange of information among project team members, project management staff, and internal units.

Excellent written and verbal communication skills as demonstrated by the ability to articulate complex information and issues clearly, concisely, and persuasively using appropriate grammar, vocabulary, and business style.

Negotiation skills as demonstrated by the ability to articulate a specific position and persuade as necessary, presenting ideas and proposals in a convincing manner to influence the direction of a meeting, plan, or idea.

Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively with diverse staff within UCOP, at the campuses, and with other universities and higher education associations, and proven ability to represent University positions effectively to
external constituencies and other colleagues. Demonstrated ability to work as a team leader in a collaborative environment, build consensus and promote the exchange of information among project team members, project management staff, and internal units.

Excellent written and verbal communication skills as demonstrated by the ability to articulate complex information and issues clearly, concisely, and persuasively using appropriate grammar, vocabulary, and business style. Negotiation skills as demonstrated by the ability to articulate a specific position and persuade as necessary, presenting ideas and proposals in a convincing manner to influence the direction of a meeting, plan, or idea.

Project management and organizational skills to plan and independently execute projects/tasks within specific and sudden deadlines, and successfully assess, balance, and prioritize numerous competing concerns; successful experience serving as a team lead on projects; ability to teach, motivate, and influence others in order to accomplish a goal.

Demonstrated ability to function in a complex institutional environment. Ability to apply judgment and political acumen in problem solving; ability to understand interrelated needs of campuses, the Office of the President, and/or bargaining unions while being conscious of alternatives and their consequences.

Proficiency with MS Office Suite and other standard office software; experience with databases and web-based applications.

For a complete job description or to apply for this position, please visit:

https://jobs.ucop.edu/applicants/Central?quickFind=53731

To review a complete list of all of UCOP’s open positions please visit the University of California Office of the President Employment Website: http://jobs.ucop.edu

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