

Employee Labor & Relations Manager (0493U), People &  
Culture - 76460  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253739>

Downloaded On: Feb. 26, 2025 5:34pm

Posted Feb. 26, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Employee Labor & Relations Manager (0493U), People & Culture - 76460
<b>Department</b>	People & Culture
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 26, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Human Resources
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

People & Culture is valued as UC Berkeley's proactive people partner focusing on the following key priority areas:

- One HR: Bringing clarity and efficiency to HR processes and structures through cross-team collaboration and transparent communication.
- People: Using development opportunities beyond training to create deeper engagement, higher trust, and better performance.
- Culture: Applying the Berkeley brand to developing a shared "enterprise contributor" mindset among all.

### Position Summary

Reporting to the Director of Employee and Labor Relations, the Manager of Employee and Labor Relations (ELR Manager) is responsible to ensure adherence and compliance with labor contracts, personnel policies, and state and federal laws and to maintain satisfactory labor-management and department relations on campus, with an emphasis on an assigned scope of specific unions and campus regions. The ELR Manager leads and manages a team of employee and labor relations staff who perform these underlying associated duties, and will perform labor and employee relations duties as needed. Responsibilities include representing or overseeing representation of the campus in negotiating sessions, addressing grievances, interpreting and implementing Human Resources policies and procedures and related processes/templates, representing Employee & Labor Relations (ELR) at various campus meetings, providing ELR support for campus programs and initiatives, supporting ELR internal initiatives, providing coverage for the Director under the supervision of the Associate Vice Chancellor, Human Resources and other duties as assigned. Other duties may include, but are not limited to handling or overseeing non-protected category investigations, arbitrations and administrative

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processes (CRD, EEOC, PERB, DLSE, PPSM 70).

This position involves managing and providing leadership for a team of employee and labor relations professionals to establish and maintain positive relationships with campus partners, stakeholders and labor management. The Manager ensures compliance with assigned collective bargaining agreements, staff policies, process, procedures and related laws including but not limited to HEERA for employee and labor relations issues. Responsibilities also include representing the campus in negotiating sessions, addressing grievances, interpreting and implementing Human Resources policies and procedures, representing Employee & Labor Relations (ELR) at various campus meetings, providing ELR support for campus programs and initiatives, providing coverage for the Director under the supervision of the Associate Vice Chancellor, Human Resources and other duties as assigned. Maintains broad and deep knowledge of employee and labor relations best practices, relevant campus and system-wide policies and procedures, applicable law, regulatory compliance issues, available campus and community resources, and leadership success practices.

The incumbent for this position has significant, broad and deep knowledge of relevant campus and system-wide policies and procedures, applicable federal and state law, state administrative processes, regulatory compliance issues, available campus and community resources, as well as best practices for employee and labor relations issues and leadership. The ELR Manager is an expert in time management, diplomacy, and the role of a neutral in employee and labor relations issues and the investigation process and provides guidance to other compliance professionals, supervisors, managers, department and campus leadership. Normally receives high-level oversight on assignments with general instruction provided on new or more complex compliance work. Responsible for making decisions that have significant effect on campus operations and that are legally enforceable. Erroneous decisions or failure to achieve goals results in potential liability, additional costs and personnel, and serious delays in delivery of ELR services.

### **Application Review Date**

The First Review Date for this job is: March 10, 2025

### **Responsibilities**

#### Collective Bargaining Agreement and Personnel Policy Compliance

- Works in a highly collaborative manner with people of diverse cultures, assigned ELR consultants, managers, and human resource professionals on labor and employee relations and employment law implications relating to individual and campus-wide issues or courses of action.

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- Focuses on the represented and non-represented employees under the assigned collective bargaining agreements and in the departments and campus regions assigned to an ELR sub team.
- Responsible for managing the assigned ELR sub team and performing the underlying work as needed to administer and interpret collective bargaining agreements and personnel policies for the campus.
- Manages individuals engaged in local negotiations.
- Leads or participates in labor-management meetings.
- Assesses, revises, publishes, and trains employee and labor relations best practices and processes as needed.
- Confers with senior managers and leadership as necessary.
- Establishes and maintains effective and collaborative relationships with campus partners and union leadership/representatives.
- Recognizes issues that have campus or system-wide impact or future implications and creates proposed solutions.
- Advises and collaborates with managers appropriately.
- Identifies when advice is needed from the APO, campus leadership, UC Office of the President, or counsel and obtains it when necessary.

#### Complaint Resolution, Oversight, and Management

- Leads and manages ELR consultants who perform intakes, assessments, investigations, interim/supportive measures, and resolve (alternative, formal, and informal) workplace complaints, and performs these duties as needed.
- Creates and updates related processes, templates, flowcharts, web pages, training, reporting, and metrics.
- Conducts highly sensitive intake meetings with impacted individuals about their rights, options, and resources.
- Determines appropriate resolution pathways.
- Implements appropriate and available response options and supportive measures.
- Refers cases to campus and community resources and alternative resolution processes.
- Consults with the ELR Director as needed and keeps them informed of particularly complicated or sensitive complaints.
- Conducts case handoff meetings with outside investigators to ensure full briefing on allegations.
- Researches and analyzes issues, complaints, and concerns at all levels of complexity.
- Responds to policy and process questions from the university community.
- Conducts regular case review meetings with staff to ensure timely, thorough, and accurate responses.

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- Oversees case documentation in Ethicspoint (or applicable database) and ensures accurate and timely case processing.
- Ensures that cases are regularly updated in the database.
- Participates in the selection, development, and evaluation of complaint resolution staff.
- Coach and train assigned staff in these areas.

#### Administrative Proceedings

- Represents or oversees representation of the campus in administrative proceedings (DLSE, CRD, EEOC, PERB, EDD, etc.) and final / binding arbitrations, including the drafting of position statements, briefs, settlement conferences and mediations.
- Maintains requisite knowledge of applicable laws, procedures, and best practices.

#### Labor Negotiation and Strike Support, and Oversight

- Supports, oversees, or represents UC Berkeley at local or system-wide negotiations and labor management meetings.
- Aligns negotiation strategies with campus objectives.
- Develops effective bargaining strategies to achieve agreements within parameters defined by campus management.
- Develops campus-wide goals and priorities.
- Consults campus partners as necessary.
- Oversees preparation of documents responsive to negotiation-related requests for information.
- Leads and supports campus strike planning, strike day activities, campus response during a strike, and the strike day reporting and documentation process related to workplace disruptions and responding to questions.
- Responsible for strike follow up and action items including reporting to campus and the Office of the President, addressing strike related labor and employee relations issues, debriefing, and updating strike plans, communications, templates, etc.

#### Supervision and Leadership

- Provides direction, guidance, and development opportunities to direct reports.
- Conducts performance reviews and performance management.
- Establishes priorities and delegates work assignments effectively.
- Ensures adherence to applicable collective bargaining agreements, policies, procedures, processes, and best practices.
- Supports the Director of Employee and Labor Relations with team building and maintaining a

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supportive ELR Team.

- Promotes open and honest communication with mutual accountability and collaboration.
- Makes decisions with a substantial effect on campus operations that are legally enforceable.
- Collaborates with the Director of Employee and Labor Relations and performs other duties as assigned
- Ensures the ELR Team is highly functioning, responsive, and collaborative.
- Promotes best practices to provide positive, professional, and timely customer service to campus clients.
- Attends standing meetings on behalf of the director and prepares for meetings as assigned.
- Ensures appropriate preparation, communication, and follow-up for meetings.
- Assists the Director in creating and revising employee and labor relations training and compliance programs.
- Assesses and revises best practices, templates, processes, and local procedures.
- Implements new or revised policies.
- Assists the Director with ELR management systems and metrics reporting.
- Participates in system-wide and University committees and workgroups.

#### Build and Maintain Campus and Other Relationships

- Builds collaborative relationships with campus leadership and stakeholders to further the office's mission and vision.
- Enhances ELR's ability to effectively respond, remedy, and ensure campus compliance with policies, collective bargaining agreements, and laws.
- Strengthens relationships with other campus partners, the Office of the President personnel, labor stewards and representatives.

#### Required Qualifications

- Skills to read, understand and maintain understanding, interpret, apply and communicate University, System Wide and department policies and procedures and collective bargaining agreements.
- Experience researching and analyzing complex issues and problems typical of employee and labor relations, and developing and applying recommendations and solutions.
- Experience working in an environment of strict confidentiality with sensitive information, materials and/or client interactions.
- Skill to exercise professional judgment, tact and discretion when dealing with sensitive matters.
- Experience utilizing interpersonal and communication skills (in person, on the phone, and in

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writing) to handle difficult or sensitive situations diplomatically; and to interact professionally and sensitively with individuals from diverse cultural backgrounds and perspectives.

- Strong interpersonal skills and ability to collaborate effectively with diverse groups. Skills in coalescing viewpoints and facilitating outcomes in group settings.
- Ability to prioritize tasks and communications effectively with minimal direction.
- Ability to organize and present information in a clear and concise manner in writing, verbally, and website page content development.
- 5+ years of progressively responsible professional experience in employee and labor relations, including complaint resolution and personnel policy / collective bargaining agreement compliance.
- Experience leading, supporting, and developing employees performing labor and employee relations duties.
- Advanced knowledge of federal and state nondiscrimination and labor laws (e.g. Title IX, Title VII, FEHA, ADA, Fair Labor Standards Act, EEOC, FMLA, CFRA, HEERA, etc.).
- Advanced knowledge of general, institutional compliance and ethics theories and standards.
- Ability to maintain effective professional relationships with campus department managers as well as other managers in the field.
- Able to achieve a thorough understanding of the goals of the campus and ways in which this position can support those goals.
- Has thorough knowledge of labor/employment law and best practices and the principles and techniques of labor negotiations which must be continually updated.
- Knowledge of other areas with human resources functions including ADA, FMLA, compensation, recruiting, and employee benefits.
- Requires thorough knowledge of the principles of advocacy, and applicable state and federal laws and court decisions.
- Must have knowledge of and/or ability to quickly learn Campus policies and procedures relating to budget and HR-related matters.
- Demonstrated leadership expertise and political acumen responding to sensitive issues within a large, complex organization including the ability to handle extremely difficult or volatile situations/individuals effectively, and work with high conflict situations where employees and/or representatives are exhibiting strong emotions, verbiage.
- Position requires effective decision-making, problem solving, critical thinking, project management and leadership skills.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

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### Preferred Qualifications

- Juris Doctor
- SHRM Certification
- 2+ years' experience training, leading, supporting, and developing employees performing labor and employee relations duties.
- Experience using a case management system for tracking and managing complaint resolution.
- Knowledge of other areas with human resources functions including ADA, FMLA, compensation, recruiting, and employee benefits.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$175,000.00 - \$200,000.00. The full pay scale for this job classification is \$109,200.00 - \$207,800.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 80% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### How to Apply

To apply, please submit your resume and cover letter.





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### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **SB 791 and AB 810 Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Diversity Statement**



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Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **Other Information**

This is not a visa opportunity.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

N/A



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