

EMPLOYEE MANAGEMENT RELATIONS OFFICER I (DOA)

NATURE OF WORK IN THIS CLASS:

This is entry employee management relations work involved in implementing the Public Employee Management Relations Act and programs in the government of Guam.

Employees in this class perform routine professional duties independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts the review and analysis of petitions for representation submitted by labor unions or bargaining unit of government employees; evaluates the facts needed to approve or disapprove a petition in accordance with the requirements of the law, rules and regulations and other program guidelines; participates in the conduct of elections for selection of a bargaining unit to represent a particular group of employees for a department or agency.

Performs a variety of routine assignments in the preparation of background information to be used during labor negotiations by studying proposals submitted by employee organizations for conformance with pertinent laws, rules, regulations, policies and practices; refers questionable phrases or proposals to superior.

Participates in the conduct of field investigations on labor problems, particularly union/management problems.

Performs routine research work involving the gathering of information, policies, practices and procedures of other jurisdictions; conducts surveys and studies.

Participates and recommends actions to be taken towards unfair labor practices on the administration of the Public Employee Management Relations Act.

Participates in the development and implementation of plans for improving employee-management relations programs and monitoring of union-employer contracts.

Maintains records and prepares technical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of public administration.

Ability to learn, apply and make decisions in accordance with labor management relations laws, rules and regulations governing collective bargaining in the government of Guam.

Ability to participate in negotiations, conciliation and arbitration procedures.

Ability to research and evaluate facts and arrive at logical conclusions.

Ability to evaluate effectiveness of personnel/management policies, regulations, practices, and procedures and recommend changes to enhance effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of experience as a labor relations analyst, personnel specialist, management analyst, budget analyst, or related work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social science, or related fields; or

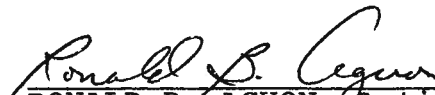
(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

Established: September 1982

Pay Range: 32


RONALD B. AGUON, Acting Executive
Director, Civil Service Commission