

STOCKTON UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	Labor Relations Analyst	REPORTS TO:	Assistant Superintendent, Human Resources or designee
DEPARTMENT:	Human Resources	CLASSIFICATION:	Confidential
FLSA CLASSIFICATION:	Non-Exempt	WORK YEAR:	12-Month (260 Days)
BOARD APPROVED:	05/13/2025	SALARY RANGE:	Confidential Salary Scale Tier 4 / Range L

BASIC FUNCTIONS:

The Labor Relations Analyst performs professional, independent, and advanced analytical work in support of the District's labor relations function. This position conducts complex research, provides policy analysis, supports grievance and disciplinary case resolution, and assists in collective bargaining negotiations. The position requires a high degree of confidentiality, discretion, and a comprehensive understanding of collective bargaining laws, processes, and district-wide impact.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Superintendent, Human Resources or designee. May provide technical guidance to HR or clerical staff.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)

ESSENTIAL DUTIES:

- Assist lead negotiator in developing strategy and preparing materials for bargaining sessions. **(E)**
- Conduct independent research and policy analysis related to collective bargaining and labor relations. **(E)**
- Prepare detailed cost and impact analysis of contract proposals. **(E)**
- Draft memoranda, reports, MOUs, job descriptions, and contract language. **(E)**
- Create/update forms and processes. **(E)**
- Support grievance, disciplinary, and arbitration processes. **(E)**
- Lead district/union committee meetings. **(E)**
- Interpret contracts and advise District departments on implementation. **(E)**
- Analyze relevant legislation and case law. **(E)**

- Maintain labor relations records and ensure timely response to inquiries and deadlines.
(E)

OTHER DUTIES:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Collective bargaining laws (EERA, MMBA).
- Labor cost modeling.
- Grievance/arbitration processes.
- Organizing and planning techniques.
- Principles and practices of personnel supervision.

Ability to:

- Maintain confidentiality/confidential records.
- Operate a personal computer.
- Conduct complex research.
- Provide policy analysis.
- Effectively communicate both orally and in writing.
- Manage ongoing labor relations activities.
- Lead communication with union leadership.
- Prepare and participate in union negotiations.
- Operate with independence and direct accountability.

Education and Experience:

Any combination of education, training and experience equivalent to a Bachelor's degree in labor relations, public administration, HR, law, or related field. Three (3) years of increasingly responsible labor relations or human resources experience.

License, Certifications and Other Requirements:

Fingerprinting through SUSD PD, Tuberculosis clearance.

WORKING CONDITIONS

Environment:

Indoor working environment, with some travel to sites as needed.

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment with/without assistance.
- Hear and understand speech at normal levels and on the telephone with/without hearing aids.
- See and read a computer screen and printed matter with/without visual aids.
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25lbs at waist height for short distances.