



Linda Paul  
lindapaul@searchpartnership.net

Job Profile  
Labor Relations Advisor

Seattle, Washington is a very welcoming community with a rich tapestry of thriving businesses and vibrant cultures with an emphasis on diversity. A beautiful city, Seattle sits on the shores of Puget Sound with sweeping panoramic views of mountain ranges and water. Home to the University of Washington and major corporations such as Starbucks, Microsoft, Nintendo, Amazon and Boeing, Seattle offers its residents a high quality of life with urban pleasures such as world-class restaurants and hotels, professional and collegiate sports and a lively arts and culture scene. Additionally, with its temperate climate, outdoor recreation opportunities abound!

Seattle City Light, a department of the City of Seattle, is one of the nation's largest municipally owned utilities in terms of customers served. Over the years we have worked very hard to keep Seattle's electricity affordable, reliable, and environmentally sound. Today City Light is a recognized national leader in energy efficiency and environmental stewardship. The State of Washington is one of the leaders in environmental issues and laws and as such, customers of Seattle City Light believe that their utility should also be at the leading edge of technology and renewable energy. We have approximately 1,800 employees, with the majority represented by 15 unions.

As a Labor Relations Advisor, you will serve as part of the People and Culture Business Unit and will be responsible for the full range of internal labor relations activities for several unions. City Light has approximately 1,800 employees, with the majority represented by 15 labor unions. This position will be responsible for maintaining positive and productive relationships with union leadership and the entire employee base.

Reporting to the Chief People and Culture Officer, the Labor Relations Advisor is a key member of the Utility's leadership team providing advice on a wide variety of issues and supports labor strategies that advance Seattle City Light's strategic goals and reflect sound principles of human resource management. This position will play a vital role in the culture and employee experience at City Light.

Job Responsibilities

- \* End-to-end case management and resolution of the following processes: advice and interpretation of union contracts, performance management, grievances and requests for information from unions, union escalations, targeted leader training on union related issues or new processes, general Labor Relations support and other items as assigned;
- \* Develop and maintain positive relationships with City Light employees, City Labor Relations staff, managers, union stewards, and business agents;

- \* Provide support for issues to be addressed in a labor-management setting, facilitate discussions between labor and management, and ensure follow-through on identified action items and communication plans;
- \* Assume a leadership role in Joint Labor/Management endeavors;
- \* Conduct research, evaluate, and interpret policies and practices and assist customers and human resources partners in resolving complex issues;
- \* Educate unions on change initiatives and develop strategies to gain union support;
- \* Ensure unions are kept abreast of organizational changes and initiatives;
- \* Provide support for negotiations and administration of collective bargaining agreements;
- \* Meet with managers and supervisors to discuss performance and conduct related issues and evaluate corrective actions up to and including discipline; and,
- \* Perform other related duties of a comparable level/type as assigned including associated administrative responsibilities.

#### Qualifications

Education: A Bachelor's degree in Labor Relations, Business or Public Administration, Human Resources Management, Economics, or a closely related field (other combinations of education, training and experience will be evaluated on an individual basis for comparability).

Experience: Five or more years of progressively responsible experience in labor relations or a human resources generalist role with at least three years of demonstrated experience with labor unions/contracts, advising managers, supervisors, and staff in labor relations, negotiations, and in interpreting federal, state, and local laws related to employment and labor relations.

Certification/License: Washington State Driver's License is required within 30 days of hire. Seattle City Light operates facilities throughout Washington State. Travel to remote work sites is required on an as-needed basis.

#### Desired Qualifications:

- \* Master's degree in a related field, or Juris Doctorate degree;
- \* Experience leading and/or supervising employees;
- \* Experience advising and/or coaching leaders on performance and conduct related issues;
- \* Experience working with labor unions and collective bargaining agreements;
- \* Demonstrated working knowledge in the interpretation and application of guidelines in the resolution of a variety of labor disputes, conflicts or grievances and a comprehensive knowledge of the principles, practices, concepts and laws related to the development and implementation of a labor relations program;
- \* Experience working effectively in a large, complex organization with employee groups represented by numerous collective bargaining agreements;
- \* Self-motivated team player with proven ability to be flexible and adaptable to a changing environment;
- \* Strong analytical skills, critical thinking and excellent problem-solving skills with the ability to foresee potential obstacles and proactively identify solutions and resolve issues;

- \* Ability to communicate clearly and concisely, both orally and in writing, with individuals at all levels of the organization presenting and communicating complex information to managers at varying levels in the organization on labor relations issues;
- \* Possess a positive, service-oriented attitude with strong time management and organizational skills with exceptional follow-through to maintain workload;
- \* Ability to maintain composure while having difficult conversations; and,
- \* Demonstrated experience handling confidential and sensitive information.

#### Additional Information

To be considered for this opportunity, please submit a completed application via this bulletin and attach the following:

- \* A cover letter describing how your qualifications and experience meet those required and desired for the position and Resume.

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check which includes criminal history and driving history review.

#### ***COMPENSATION***

A compensation package comprising base salary, and complete benefits will be structured to attract the ideal candidate. However, we expect the Base will range from. \$100K to \$125K, dependent on candidate qualifications.

#### ***BENEFITS***

SCL offers medical, dental, and vision plans as well as a SCERS retirement plan.