

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JANUARY 2000
SCHOOLS LEGAL SERVICES SERIES
SALARY SCHEDULE: #45
RANGE: 0002
CLASSIFIED SCHOOLS LEGAL SERVICE
CODE: 1,2,6,8**

BARGAINING SPECIALIST I

DEFINITION

Under supervision of the Director of Labor Relations, provides collective bargaining advice and representation to clients of Schools Legal Service.

Works closely with and under the guidance of Bargaining Specialist II and/or Director of Labor Relations.

EXAMPLES OF DUTIES

Confers with and advises clients on labor relations and collective bargaining;

represents clients in negotiations with employee organizations;

may be assigned to represent clients in proceedings before the Public Employment Relations Board;

may be assigned to represent clients in grievance proceedings;

may be assigned to represent clients in factfinding proceedings;

prepares bargaining agreement language and settlement agreements;

prepares and delivers presentations at workshops and training sessions for district personnel;

performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Duties, powers, limitations and authority of Schools Legal Service bargaining service and its labor relations specialists;

principles of law relating to collective bargaining for public schools;

principles and techniques of collective bargaining, including traditional and interest-based strategies;

principles and techniques of grievance processing;

basic research methods and writing skills required for preparation of briefs and arguments in administrative proceedings;

standard English usage, spelling, grammar and punctuation;

safe work practices.

Ability to:

Respond promptly to requests of clients; provide needed information, assistance, training, materials and resources;

plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established time lines including maintaining accurate records and files;

maintain an orderly work environment and perform tasks in prescribed and safe manner;

establish and maintain cooperative and professional working relationships with those contacted during performance of job duties;

maintain and improve professional skill and knowledge;

be flexible and receptive to change;

understand and apply principles, techniques and procedures required for effective job performance;

negotiate contracts, agreements and settlements;

draft contracts and other collective bargaining related documents with legal consequences and effect;

research and prepare briefs and position statements;

analyze bargaining and grievance-related issues;

present statements of fact, law and argument clearly and logically in written and oral form;

work cooperatively and effectively with other Schools Legal Service staff, clients and other client representatives to advocate and protect the interest of clients;

travel extensively as necessary to perform the duties of the position;

use, or learn to use, a computer for preparation of documents and conduct research using on-line and electronic library resources.

Experience:

Prior experience as a representative or negotiator on behalf of public employers preferred.

Education:

College graduate

Condition of employment:

Must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of one year.

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