



# **MONTGOMERY COUNTY EXECUTIVE REGULATION**

**Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850**

<b>Subject</b>	Position Description for Chief Labor Relations Officer, Office of the County Executive	<b>Number</b>	8-19
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	

## Montgomery County Regulation on

### **POSITION DESCRIPTION - CHIEF LABOR RELATIONS OFFICER, OFFICE OF THE COUNTY EXECUTIVE**

Issued by: County Executive

Regulation No. 8-19

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

Council Review: Method (1) under Code Section 2A-15

Register Vol. 36 No. 2

Effective Date:

Comment Deadline: March 3, 2019

Summary:	This regulation establishes the position description for Chief Labor Relations Officer, Office of the County Executive, a non-merit position.
Staff contact:	Kimberly Williams, Office of Human Resources (240) 777-5198
Address:	Office of Human Resources Executive Office Building 101 Monroe Street, Fifth Floor Rockville, Maryland 20850
Background:	Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

### **CHIEF LABOR RELATIONS OFFICER, OFFICE OF THE COUNTY EXECUTIVE**

This is an appointed, non-merit full-time or part-time position in the County Government reporting to the Chief Administrative Officer (CAO). Under the general direction of the County Executive's Office, an incumbent of this position is responsible for both the formulation of the County's labor relations policy and its implementation. In fulfilling this function, the incumbent is responsible for representing management in labor relations including contract negotiations, interpretation and administration of collective bargaining agreements (CBA), and the



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maintenance of positive and effective labor-management relations.

The Chief Labor Relations Officer counsels and advises managers and supervisors of all departments on labor relations matters and maintains contact with state and local labor relations groups and individuals. Supervision is exercised over a small number of employees, office/and clerical support functions.

## MAJOR DUTIES:

**Collective Bargaining and Contract Administration:** responsible for negotiating collective bargaining agreements, the process by which wages, benefits and other terms and conditions of employment for organized employees is established; training management representatives on the provisions of each collective bargaining agreement applicable to their department; and responding to requests from management for advice and counsel on planned management action, prior to decision making and implementation.

## CBA Approvals:

Once both labor and management have ratified the agreements the Chief Labor Relations Officer issues implementing instructions for affected department management. For non-compensation agreements the pertinent management personnel are sent the instructions which capture the changes to the contract and any salient issues that those at the department should be aware of. For compensation agreements the instructions are sent to the Department of Finance (FIN) and Office of Human Resources (OHR) to ensure that any wage increases are timely and properly implemented.

## CBA Training:

In addition to issuing implementing instructions Chief Labor Relations Officer then schedules training on the new contracts. The target audience for this training is managers and supervisors with responsibility for supervising employees covered by the agreement.

## Litigation:

The Litigation Unit supports the Office of the County Attorney in its efforts to initiate, prosecute, defend and monitor a wide range of litigation activity, primarily for and on behalf of departments under the personnel authority of the County Executive. This litigation activity consists primarily of grievance arbitrations, unfair labor practice complaints, Merit System Protection Board (MSPB) appeals, and/or Petitions for Judicial review of MSPB decisions. The Unit also supports litigation by the Office of the County Attorney in a limited number



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of civil complaints, filed by or on behalf of an employee, in Court and appellate matters before the Court of Appeals. Litigation activity also flows from Interest Arbitrations.

## EXAMPLES OF DUTIES: (Illustrative Only)

- Formulates the County's labor relations policy and directs its implementation, under general direction from the County Executive and subject to approval of the Council;
- Prepares for and conducts the County's participation in union-management contract negotiations to develop mutually agreeable compensation structures, to establish and define union/management rights and obligations and to establish and define conditions of employment;
- Provides training on County-Union agreements and educates and counsels all levels of supervisors and managers in the administration of such agreements, to ensure proper and uniform interpretation and administration of collective bargaining agreements;
- Maintains records and prepares reports on union activities; keeps the County management informed of potential problems;
- Assembles and analyzes information on trends in labor relations to best represent County interests in labor relations;
- Advises and assists management with respect to publicity on labor relations matters;
- Maintains contact with Statewide labor relations groups and counterparts in local municipalities and other County governments on labor relations issues.

## MINIMUM QUALIFICATIONS:

**Education:** Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, Human Resources, or a related field.

**Experience:** Seven (7) years of experience in labor relations and litigation, preferably in public administration, which must have included substantial experience as the primary negotiator in management-union contracts. Experience in collective bargaining, grievance, and arbitration strongly preferred.

### *Advanced Knowledge of:*

- General principles and practices used in modern labor relations (i.e., contract negotiation, mediation,



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fact- finding, arbitration, contract administration and interpretation);

- Labor relations laws and current trends in the labor field;
- Supervisory practices and the rights and obligations of management and unions; personal and professional integrity; resourcefulness; tact; good judgement; physical condition commensurate with the duties of the position.

*Ability to:*

- Maintain effective working relationships with all levels of management and upon representation; negotiate; and
- communicate effectively both orally and in writing.

**Licenses, Registrations, Certifications, or Special Requirements:** None.

Approved:

\_\_\_\_\_  
Marc Elrich, County Executive

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF THE COUNTY ATTORNEY

BY:                     

DATE: 1/11/19