



Chugach Electric Association, Inc.
Position Description

Labor Relations Generalist

Summary

This position assists in executing labor relations strategies and providing guidance to the Human Resources (HR) department and business leaders in the negotiation, implementation, and day-to-day administration of each collective bargaining agreements (CBA's). The position will be responsible for the administration of the Labor Relations (LR) Team.

Essential Functions

- A. Under the supervision Manager Labor Relations, review contracts and prepare initial summary and survey of contract provisions and other related research.
- B. Administer files and contracts, maintain data entry required to support automated summary.
- C. Provide bargaining support for contract negotiations, including costing work, attend bargaining, preparation of proposals, and draft agreements.
- D. Support Association Grievance and Arbitration Database, including coordination with all HRMs monthly to confirm data is current and prepare reports for leadership.
- E. Administer e-billing platform, including inputting new matters, reviewing invoices for compliance and communicate with outside vendors and internal stakeholders.
- F. Support budgeting activities, including independent coordination of monthly and quarterly accruals process.
- G. Schedule meetings and meeting arrangements.
- H. Participate in projects on behalf of the LR team and coordinate activities across departments and administer follow up requests.
- I. Compile information and data from various sources for specific departmental reports, and create reports, graphs, and data comparisons.
- J. Manage inbound and outbound correspondence and respond to inquiries that require specialized knowledge.
- K. Performs other duties as assigned.

Relationships

Internal

- Manager Labor Relations: Reports to, receives direction and guidance from.
- VP, Human Resources: Receives direction and guidance from.
- Executive Leadership: Exchanges and provides information as required.
- Supervisors and Managers: Instructs, informs, provides assistance to and exchanges information as required.
- All employees: Instructs, informs, provides assistance to and exchanges information as required.

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| Reports To: Manager, Labor Relations | Department: Human Resources | Location: Anchorage | Position Type: Full Time | pg. 1 |
| FLSA Classification: Non-Exempt | Bargaining Group: N/A | Salary Grade: 10 | Job Code: 2616 | Effective: August 2024 |



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External

- Bargaining Unit Representatives
- Other Utilities: Exchanges information with and provides technical assistance to.
- State and Federal Agencies: Exchanges information and develops relationships relative to assigned duties.

Competencies

1. Current knowledge of labor relations practices and legal requirements related to legal regulations or NLRB (National Labor Relations Board).
2. Interpersonal skills, enabling individual to establish partnerships working with business and union leaders at all levels and across organizational lines, with varying types of working styles and personalities.
3. Ability to work in a high-pressure environment
4. Able to handle confidential information in a mature and professional manner.
5. Analytical thinker and problem solver.
6. High-quality judgment and sound decision-making.
7. Efficient project and time management skills with ability to multi-task and manage multiple projects to closure.
8. Ability to deal tactfully with a wide variety of individuals and to maintain effective working relationships.
9. Ability to maintain a high level of confidentiality.
10. Good oral and written communication skills.
11. Ability to interpret, explain and apply laws, rules, regulations, policies and procedures.
12. Ability to manage multiple priorities required.
13. Ability to work with minimum supervision and be able to interact effectively and efficiently with all levels of employees in a fair and consistent manner.
14. Exceptional computer skills and thorough understanding of word processing, spreadsheet and database software.

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

Work is performed in a standard office environment. Some travel to remote sites may be required. This position requires some time outside of typical working hours and travel to meetings outside the State.

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Signatures

Reviewed and Approved by:

Katie Millen

08/15/2024

Date _____

VP, Human Resources

Tiffany Wilson

08/15/2024

Date _____

Chief Human Resources Officer

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Minimum Qualifications and Experience

Education

Bachelor's degree in human resources, finance, industrial relations, business administration or related business field, required.

Experience

Five (5) years direct experience in labor relations, or related field, required. Experience must include labor contract administration, grievance procedures, contract negotiations, or experience supporting legal proceedings.

Substitution

Industrial/Labor Relations or related experience may be substituted for the required education on a year-for-year basis.

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