



**Make your mark. Make a difference. Make it UCLA.**

### **Employee & Labor Relations Advocate**

UCLA Campus Human Resources

Our Campus Human Resources Employee & Labor Relations group has an outstanding opportunity for an experienced advocate (litigator) who represents the University in adversarial labor arbitrations, administrative hearings under the Personnel Policies for Staff Members (PPSM), and proceedings before the Public Employment Relations Board (PERB).

The Advocate evaluates the merits of employee complaints (grievances, administrative reviews and unfair labor practice charges) by interviewing witnesses, reviewing policies and relevant documentation, contracts, conducting complex legal research, and identifying strategies for the University's response. Provides employee relations consultation to University management, employees and designated representatives including analysis and interpretation of University policies and procedures and applicable labor law, contract administration, organizational development, problem-solving and decision-making assistance and conflict resolution services. Participates in and lead supervisory/management training activities, including seminar design and facilitation on employee relations issues. Coaches and counsels managers and employees in clarifying goals and objectives, enhancing problem solving and planning and communication skills. Occasional travel is required.

#### **Qualifications**

- Experience in acting as management advocate in grievances, arbitrations, unfair labor practice charges, and meet and discuss/confer sessions, including preparing witnesses, direct and cross-examination, opening and closing statements, and preparing motions.
- Skill in writing clear, concise, analytical, legally correct, accurate and persuasive briefs, appeals, motions, grievance responses, settlement agreements, and management positions.
- Skill in conducting in-depth legal research, including ability to use electronic databases such as Westlaw, Lexis/Nexis, and BNA Labor & Employment Law Resources Center.
- Juris Doctor (JD) from an accredited American Bar Association (ABA) institution is preferred.

Full information concerning the job qualifications are listed on the official UCLA job posting.

**This is a one year contract position.**

#### **How to Apply:**

Qualified applicants may apply for this position using the UCLA Career Opportunities website. Go to <https://hr.mycareer.ucla.edu> and search for Requisition 27291, or <https://ucla.in/2FvaeS1>.

#### **Benefits**

The University of California offers a competitive benefits program. To learn more, click here: <http://ucnet.universityofcalifornia.edu/>

*The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.*