

# Labor Relations Data and Information Analyst

## Oregon School Boards Association

1201 Court St., N.E., Suite 400, Salem, OR 97301

### Notice of Vacancy

#### Work Year

12 months

#### Salary

Dependent on experience and qualifications.

#### Employee Benefits

Medical, dental and vision insurance, life, disability and PERS.

#### Supervision

Works under the supervision of and reports to the Director of Labor Services. Performs other duties and responsibilities as assigned by the Labor and Employment Advisor, Executive Director and Deputy Executive Director.

#### General Position Description

Researching and developing topical background materials to address current issues in labor relations and human resources and develop advocacy positions consistent with Association policies; write summaries of arbitration decisions; analyze collective bargaining agreements; develop, prepare topical materials for statewide, regional and local trainings; research and write labor relations and human resources articles for use on the Association's websites and other department publications. Provides consultation to members on a wide-variety of labor, employment and human resources topics. Reviews legislative bills to determine labor impact on school districts.

#### Marginal Job Functions

Assists other departments as needed.

Travel to attend out-of-state events.

#### Physical Qualifications

The work is primarily sedentary, but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting.

#### Minimum Job Qualifications

Bachelors' degree in human resources or labor law preferred or equivalent work experience.

#### Applications are available at

[www.osba.org/jobs](http://www.osba.org/jobs)

or

Telephone 503-588-2800

#### Completed Application File consists of

- A completed application form
- A current resume

#### Timeline

- Application deadline for full consideration is March 31, 2017. Position open until filled.
- Interviews and testing if needed will be scheduled April 10-14, 2017.
- *Commence Work:*  
On or about May 1, 2017.

#### Return Applications

##### Mail

Oregon School Boards Association  
1201 Court St., N.E. Suite 400  
Salem, OR 97301

##### Fax

503-588-2813

##### Email

[info@osba.org](mailto:info@osba.org)