



Labor Relations Manager CITY OF RICHMOND, VA

The City of Richmond is seeking a strategic and analytical Labor Relations Manager to support labor-management relations and collective bargaining administration.

ABOUT THE CITY OF RICHMOND

Located at the falls of the James River in the east-central region of the Commonwealth, the City of Richmond serves as Virginia's capital and cultural hub. With a population of approximately 230,000 residents, Richmond offers a vibrant mix of historic neighborhoods, higher education institutions, healthcare systems, and a growing innovation economy. The City continues to invest in modernization, transparency, and performance-driven government to better serve its residents and stakeholders.

ABOUT CITY GOVERNMENT

The City of Richmond operates under a Mayor-Council form of government whereby the Mayor is elected at large by a majority of voters in at least five of the city's nine council districts. The Mayor serves a full-time, four-year term overseeing the executive management of the city's departments and agencies.

ABOUT THE LABOR RELATIONS MANAGER

Reporting to the Deputy Director of Human Resources or designee, this position plays a critical role in contract administration, grievance resolution, labor negotiations support, analytics, policy interpretation, and compliance with applicable federal, state, and Virginia public-sector labor laws. The City of Richmond has five (5) recognized bargaining units.

This is a high-visibility role requiring sound judgment, discretion, analytical rigor, a proactive approach, and the ability to navigate complex labor environments in a municipal setting. The midpoint of the salary is \$120,000.

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Key Responsibilities

Collective Bargaining Support

- Assist in preparation for and participation in negotiations with five (5) collective bargaining units.
- Conduct financial and operational impact analyses of union proposals.
- Prepare costing models, scenario analyses, and comparative benchmarking reports.
- Draft memoranda of understanding (MOUs), side letters, and contract language.
- Support development of negotiation strategies and briefing materials for executive leadership.

Contract Administration

- Interpret collective bargaining agreements and advise departments on compliance and application.
- Ensure consistent and equitable administration of contract provisions across City departments.
- Develop guidance documents and training materials for managers and supervisors.

Grievance & Dispute Resolution

- Investigate and respond to grievances at various procedural steps.
- Represent the City in grievance meetings and assist in arbitration preparation.
- Collaborate with legal counsel on arbitration strategy and documentation.
- Promote early resolution of disputes to mitigate risk.

Labor-Management Relations

- Support labor-management committee meetings.
- Serve as a liaison between City leadership and union representatives.
- Foster collaborative professional relationships to advance organizational goals.

Policy & Compliance

- Monitor compliance with Virginia collective bargaining statutes and relevant labor laws.
- Assist in policy development aligned with negotiated agreements.
- Track and analyze labor-related trends impacting municipal operations.

Data & Reporting

- Maintain accurate labor relations documentation and records.
- Analyze workforce data (overtime, leave usage, discipline trends, compensation impacts).
- Develop reports and presentations for City leadership and elected officials.

QUALIFICATIONS

The successful candidate will possess a bachelor's degree in Human Resources, Public Administration, Labor Relations, Business Administration, or a closely related field, along with five to seven years of progressively responsible professional experience in labor relations,

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employee relations, or human resources within a unionized environment. Experience supporting multiple bargaining units is preferred, as is prior supervisory or management experience. An equivalent combination of education and relevant experience will be considered. The ideal candidate will demonstrate a strong working knowledge of public-sector labor relations—preferably within the Commonwealth of Virginia—and the ability to interpret and administer complex collective bargaining agreements with precision and sound judgment.

This individual must bring strong analytical capabilities, including experience with financial costing and impact analysis related to labor agreements and personnel matters. Exceptional written, verbal, and presentation skills are essential, as is the ability to manage multiple priorities in a deadline-driven and politically sensitive environment. The role requires a high degree of professionalism, discretion, and political awareness, along with proficiency in Microsoft Excel and other data analysis tools. A master's degree in Public Administration, Labor Relations, or a related field is preferred, as is experience supporting police, fire, public works, or general government bargaining units. Experience preparing arbitration materials and relevant HR or labor relations certifications (PHR, SPHR, SHRM-CP, SHRM-SCP, PSHRA-CP, or PSHRA-SCP) will further distinguish strong candidates.

TO APPLY

The City of Richmond has partnered with POLIHIRE to identify the Labor Relations Manager. To be considered, please submit a cover letter outlining your experience, and a resume to: RVA_Labor@polihire.com.

