

## **California Farm Bureau Federation Farm Employers Labor Service (FELS)**

**TITLE:** Labor Management Consultant (LMC)

**REPORTABILITY:** Chief Operating Officer

**SALARY RANGE:** \$80,000.00 to \$90,000.00

### **Summary**

The primary function of an LMC is to provide agricultural employers with personnel management and labor relations services that improve the efficiency of their operations. The LMC should have demonstrated abilities and expertise in various areas of California and Federal labor law and personnel management, possess a high degree of presentation and time-management skills and possess skills in client recruitment and retention. The LMC reports to the FELS Chief Operating Officer and responds to assigned LMC group participants.

### **Essential Duties and Responsibilities**

Assist farm employer clients in the following areas:

- Avoiding and resolving personnel-related problems.
- Personnel management and administration (*e.g.*, recruiting, interviewing, training, wage administration, personnel records, workers' compensation, employee benefit plans),
- Resolution of issues related to labor relations under the California Agricultural Labor Relations Act and/or the National Labor Relations Act,
- Provide foreman and crew-leader training
- Provide various safety training briefings and exercises for FELS clients and non-clients on an as-needed basis.

### **Additional/Ancillary Duties**

- Routinely visit LMC participants as dictated by the service agreement between the client and FELS.
- Ensure LMC participants' compliance with employment laws and regulations.
- Regularly assess the needs of and suggest new services to LMC participants
- Provide assistance to LMC participants' employees with personal or job-related problems as requested by LMC participant.
- Seek out new LMC participants.
- Develop training materials for use in supervisor/crew leader/foreman and safety training.
- Monitor developments and legal updates in personnel management and labor relations to maintain current knowledgebase.
- Help employers resolve labor disturbances and ALRB cases.
- Mail monthly visitation log, mileage log and personal voucher to FELS in Sacramento.
- Maintain LMC participant records.
- Responsible for ensuring continued participation of group members.
- Translate materials for LMC participants, as needed.

### **Qualifications**

LMCs must possess effective skills in report writing, organizing work and working independently.

The LMC must:

- have a valid driver's license,
- have a good driving record and be insurable by the FELS insurance carrier,
- speak, read and write English and Spanish fluently,
- be able to translate between English and Spanish,
- have work experience in managing agricultural labor and/or agricultural labor relations,
- be available to travel up to a week at a time,
- be capable of driving a vehicle for extended periods,
- Confer with people in rural locations such as orchards, fields and greenhouses,
- possess necessary professional and training certifications to allow the LMC to furnish training for clients supervisors and employees as required, such as CA DPR Pesticide T2, tractor and forklift safety and Global GAP food safety,
- Agricultural Personnel Management Association HR Management Professional in Agriculture is preferred.

Depending on the number, size and location of accounts, the LMC may experience heavy workloads.

Farm Employer Labor Service is an Equal Opportunity Employer