

LABOR RELATIONS SPECIALIST (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES and involves responsibility for representing participating school districts as chief negotiator in contract negotiations with employee organizations. The incumbent also provides consultation services in contract administration, interpretation, negotiations and arbitration to the school district administration involved. The work is performed under the general supervision of the Director of Human Resources & Labor Relations, with considerable leeway given for the exercise of independent judgement in carrying out assignments. Supervision may be exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Serves as chief negotiator for school district administration at contract negotiations and consultation sessions with employee organizations; Administers, supervises and aids in formulating and promoting employee relations programs for participating school districts; Prepares and recommends proposals, counter proposals and bargaining positions to the school district administration for use during the negotiating process; Supervises preparation, negotiation, execution and administration of contractual agreements between the school district and the employee organization involved; Consults with Chief School Officers, District Superintendent, Business Managers and other supervisory personnel in the development of employee contract provisions; Represents school district administration position in negotiation fact-finding, legislative show cause hearings and unfair labor practices; Analyzes precedents and existing employment, wage and salary practices in the geographic area in order to aid in development of the school district administration position prior to contract negotiation; Plans and conducts workshops and seminars on contract negotiation practices and procedures for district administrative personnel; Explores probable causes and contributing factors associated with grievance problems, and recommends constructive courses of action to the school district administration; Consults with, and interprets, the policy and procedures for school district personnel related to the employee relations program; Develops and maintains reference files including negotiated contracts, PERB and court decisions, and information on mediation and arbitration; Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of employee contract negotiation, mediation and arbitration practices, procedures and techniques; Good knowledge of the preparation and administration of public employee contracts; Ability to acquire a working knowledge of the New York State Taylor Law; Ability to negotiate equitable agreements; Ability to perform research in areas of employee benefits and salaries; Ability to acquire a working knowledge of employment, wage and salary practices in geographic areas; Ability to read and interpret labor contract provisions and to draft formal agreements; Ability to create and maintain harmonious relationships between employee groups and employers; Ability to interview, counsel and negotiate with parties involved in contract negotiations and disputes; Ability to formulate equitable solutions and employee relations problems; Ability to orally present clear and logical arguments on a wide variety of issues at negotiating sessions; Ability to analyze information gathered for the purposes of developing recommendations and/or making decisions; Ability to prepare detailed and complex correspondence for the purposes of explaining and supporting the school district's decisions and recommendations; Ability to prepare records and reports; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Admission to the Bar of New York State and one (1) year of experience where the primary function of the position was in Public Sector Labor Law, which preferably included the processing of disciplinary and grievance actions; OR

B. Graduation from a regionally accredited New York State recognized college or university with a Master's Degree in Industrial or Labor Relations, Human Resources, Public Administration or a closely related field and two (2) years of experience where the primary function of the position was in human resources and/or labor relations, which must have included the processing of disciplinary and grievance actions; OR

C. Graduation from a regionally accredited New York State recognized college or university with Bachelor's Degree in Industrial or Labor Relations, Human Resources, Public Administration or closely related field and four (4) years of experience where the primary function of the position was in human resources and/or labor relations, two (2) years of which must have included the processing of disciplinary and grievance actions; OR

D. Graduation from a regionally accredited New York State recognized college or university with Bachelor's Degree and five (5) years experience where the primary function of the position was in human resources and/or labor relations, three (3) years of which must have included the processing of disciplinary and grievance actions; OR

E. Graduation from a regionally accredited New York State recognized college or university with an Associate's degree, in Industrial or Labor Relations, Human Resources, Public Administration or closely related field and six (6) years of experience where the primary function of the position was in human resources and/or labor relations, two (2) years of which must have included the processing of disciplinary and grievance actions; OR

F. An equivalent combination of training and experience as defined by the limits of A, B, C and D above.

SPECIAL REQUIREMENT: Possession of a valid New York State operator's license at time of appointment and maintained during employment.

Adopted 12/23/13
revised 4/8/14
pjc - Non Competitive