

ATTORNEY

Code No: 3-10-075
COMPETITIVE*

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for advising participating school districts on legal concerns regarding labor related issues including, but not limited to, personnel and contract administration, negotiations, employee discipline issues and processes, and workers' compensation. The employee reports directly to, and works under the general supervision of the Assistant Superintendent for Personnel or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Advises school districts on inquiries regarding labor related issues involving personnel, contract administration, negotiations, employee discipline, and workers' compensation;

Represents participating school districts in negotiations with recognized employee organizations;

Represents the interests of the employer at hearings, trials, depositions, oral arguments, mediations, arbitrations and other proceedings;

Directs the completion of surveys and research of salary information, benefit comparisons, contract provision analysis, school board policies as related to labor issues;

Provides up-to-date labor related information and in-service programs to school districts;

Coordinates and prepares agendas for regularly scheduled meetings for district superintendents, personnel administrators, board members, business officials and other school officials who deal with labor related issues;

Updates and maintains files on Public Employment Relations Board (PERB) decisions, arbitrations, and legislation affecting public employment, and federal and state labor-related issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS: Thorough knowledge of the principles and techniques of collective bargaining, grievance procedures, mediation and conciliation; good knowledge of the applicable state and federal laws; good knowledge of the principles of personnel and industrial relations; ability to interview, counsel and negotiate with parties involved in contract negotiations and disputes; ability to formulate solutions for personnel problems; ability to research data; ability to update and maintain files; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from an American Bar Association (ABA) approved/accredited law school with a Juris Doctor degree and admission to practice law in New York State PLUS one (1) year paid full-time or its part-time equivalent experience in workers' compensation law or labor relations law.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: March 9, 1995

REVISED: June 9, 2016

REVISED: September 6, 2018

*Approved Exempt for BOCES #2 at the 10/18/04 meeting of the New York State Civil Service Commission for the number of positions stated in the Appendices to the Rules of the Monroe County Civil Service Commission.