

## **DIRECTOR OF EMPLOYEE RELATIONS**

**Code No: 5-04-012**  
**COMPETITIVE**

**GENERAL STATEMENT OF DUTIES:** Plans, coordinates and negotiates all contracts between employee groups and a local school jurisdiction; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Under general direction, an employee in this class is responsible for planning, coordinating and negotiating all contracts between employee groups and a local school jurisdiction. Considerable leeway is given the employee for performance of work as assumption of responsibility in achieving professional results. Supervision may be exercised over a small number of technical and clerical employees. Guidelines, as to the local jurisdictions position, are received from the chief executive officer.

**EXAMPLES OF DUTIES:** (illustrative only)

Administers, supervises and helps to formulate and promote a local employee relations program;

Develops and prepares the local's position in Public Employment Relations Board procedures;

Supervises preparation, negotiation, execution and administration of contractual agreements between the local and the employee organizations representing its employees;

Consults with departmental heads, administrative assistants and other supervisory personnel in the employee contract application;

Provides assistance in suggesting sound solutions to employer-employee problems;

Provides assistance and interpretation in the administration of the local's grievance machinery;

Provides management and supervisory personnel as well as employees with current and reliable information on concepts and methods related to the promotion of harmonious working relationships between the local and its employees;

Consults with and interprets for the local's departments, the local's policy, and procedure for personnel as related to the employee relations program;

Analyzes and applies federal, state and local regulations regarding wages, hours and working conditions;

Analyzes and compares local labor position, related to salaries, wages and other terms and conditions of employment with both private and public sector employers;

Prepares correspondence and reports as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the principles and techniques of grievance procedures, mediation, conciliation and bargaining; good knowledge of the Taylor Law, state education laws and other applicable state and federal laws; good knowledge of local and state Civil Service Rules and Regulations; good knowledge of the personnel organization and administration of the schools and the Board of Education; good knowledge of the principles of political science 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 prepare comprehensive progress reports; ability to supervise and assign work to others; initiative; originality; ability to effect suitable agreements; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from a college or university recognized by the State of New York with a Bachelor's degree in the Social Sciences, Business Administration, or Public Administration, and four (4) years' experience in labor relations work or any equivalent combination in specialized education for the four years of experience.

**ADOPTED:** October 15, 1970