

LABOR RELATIONS DIRECTOR

Code No. 3-18-078
Non-Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a professional labor relations position responsible for administering and implementing negotiated contract agreements between an employer and recognized employee organizations. This position is the lead contract negotiator in collective bargaining agreements, participates on negotiating teams, and administers employee grievance procedures. The employee works under the general supervision of, and reports directly to the School Attorney or other higher level staff member. General supervision is exercised over clerical staff. 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.)

Negotiates contracts for multiple collective bargaining agreements;

Interprets and applies contract language on behalf of the employer;

Provides training, consultation, and advice to the administration on terms and conditions of collective bargaining agreements;

Prepares and recommends proposals, counter-proposals and bargaining positions for use during negotiating process;

Administers negotiated contracts, and interprets the meaning of various provisions to administration and management, individual employees and employee organizations;

Conducts labor/management meetings with unions to address employer and union concerns;

Participates in all phases of the grievance procedure including arbitrations and improper practice hearings;

Conducts hearings and makes determinations on grievances filed by bargaining units pursuant to contract terms;

Assists with arbitration and Education Law 3020-a (discipline of tenured teachers and administrators) proceedings;

Develops Memorandums of Agreement related to union matters;

Makes determinations on assault claims under contracts;

Researches, analyzes and compares competitive wage structures and benefit programs including those of other municipalities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and techniques of collective bargaining, grievance procedures, mediation, arbitration, and conciliation; good knowledge of the applicable state and federal laws; good knowledge of local policies of the employer; good knowledge of applicable general collective bargaining agreement terms; 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 effect suitable agreements; ability to formulate solutions for

personnel problems; ability to research data and formulate proposals; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered Law School plus three (3) years paid full-time or its part-time equivalent experience as an attorney admitted to practice before the courts of New York State; OR,
- B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus three (3) years paid professional* paid full-time or its part-time equivalent experience in labor relations and contract negotiation; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience in labor relations and contract negotiation; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*Professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, or other similar support work.

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

ADOPTED: June 9, 2016

Approved Non-competitive by the New York State Civil Service Commission September 19, 2017 at the Rochester City School District.