

LABOR RELATIONS SPECIALIST

Code No. 4-18-367

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for administering and implementing negotiated contract agreements between the City School District and all recognized employee groups. Work involves conducting grievance hearings, participating in contract negotiations, and providing guidance and interpretation of contracted agreements. The employee reports directly to and works under the general supervision of the Supervising Director of Human Resources. Supervision is exercised over a subordinate 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)

Hears, conducts and makes rulings on all grievances filed by bargaining units, in accordance with negotiated contracts;

Represents and/or assists management in the contract negotiation process;

Research data and formulate proposals for contract negotiations;

Administers all negotiated contracts including interpreting and applying contract language;

Trains and informs management on contract language and intent;

Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and techniques of collective bargaining, grievance procedures, and mediation; good knowledge of applicable state and federal laws; analytical ability; organizational ability; ability to communicate effectively in writing and verbally; ability to research, prepare and present contract proposals; ability to conduct training on labor relations matters; objectivity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent professional* experience in labor relations, contract negotiation or personnel administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus two (2) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*professional experience does not include secretarial or clerical duties.

ADOPTED: January 6, 1994