

COMMISSIONER OF LABOR RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work of a complex nature involving responsibility for the administration of the Rockland County Department of Labor Relations as established by Local Law 3 of 1979, in order to facilitate the development of an effective working relationship between labor and management in the private and public sectors in Rockland County. The work is performed under the general direction of the Rockland County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles labor-related information and provides recommendations and guidance regarding labor issues in the County of Rockland, especially those that pertain to the relationships between business and government;

Facilitates cooperative and effective relationships between business and government on matters of mutual interest to the public and private labor force in Rockland County;

Organizes and coordinates conferences and meetings with a variety of groups and organizations (e.g. labor, small businesses, corporations, utility companies, etc.) in order to exchange ideas, develop initiatives and solve problems related to labor relations between labor and management as such relations pertain to the interactions among community agencies, businesses, and government;

Completes a variety of reports, as requested;

Completes special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of small businesses, corporations, utility companies, community agencies and government in Rockland County; good knowledge of the New York State Labor Law and related statutes and regulations; ability to coordinate conferences and meetings; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to gather, organize, and interpret labor-related data; ability to prepare a variety of reports.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.