

## **LABOR RELATIONS ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional labor-relations work of a complex nature that primarily involves administrative responsibility for labor contract negotiations and labor contract administration, disciplinary procedures, and grievances. When designated by the County Attorney as an Assistant County Attorney, the work also involves the provision of legal counsel regarding labor relations matters, New York State Civil Service Law, and other laws pertaining to public employment. The work is performed under the general supervision of the Commissioner of Personnel and in consultation with the County Attorney, as appropriate. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Holds or participates in all County labor negotiating teams, as directed by the Commissioner of Personnel, reviews and make recommendations regarding the provisions of all collective bargaining agreements, and prepares reports regarding labor negotiations, as requested;

Plans, coordinates, and conducts studies for labor negotiations;

Interprets collective bargaining agreements and prepares reports and memoranda regarding same, as needed;

Meets with administrators, employees, and union representatives to clarify issues and information and resolve problems, especially those that pertain to the application of the provisions of collective bargaining agreements, New York State Civil Service Law, and other labor-related laws (e.g. Fair Labor Standards Act, Family and Medical Leave Act);

Facilitates cooperative management-labor relationships by participating in meetings, exchanging information, explaining labor-relations processes and procedures, etc.;

Completes special projects (e.g., analyzes and prepares reports regarding the effect of new laws and regulations regarding personnel/labor matters, prepares policies and guidelines), as assigned by the Commissioner of Personnel;

Provides day-to-day labor and employment advice and counsel (i.e., disciplinary charges, policy review);

Provides confidential legal counsel regarding New York State Civil Service Law, Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), labor contract grievances, ADA compliance, etc.;

Provides legal counsel regarding disciplinary procedures, prepares disciplinary charges for County departments, attends disciplinary hearings, etc., as assigned by the Commissioner of Personnel;

Provides legal advice regarding Federal, New York State, and local laws regarding human rights (e.g., EEO laws and policies);

Performs legal research and provides specialized advice and information concerning labor and personnel law and labor relations;

Writes County policies and procedures, as needed (i.e., EEO, Civil Service Law, Rules);

Prepares a variety of reports and correspondence, as necessary;

May prepare and provide training.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of labor negotiations, especially as they pertain to Rockland County collective bargaining agreements; thorough knowledge of the principles and practices of labor law as they apply to Rockland County government\*; thorough knowledge of local, New York State, and Federal statutes that pertain to labor relations, labor negotiations, Civil Service Law, and Rockland County employment\*; thorough knowledge of Rockland County collective bargaining agreements\*; thorough knowledge of Rockland County government operations and structure, including personnel-related policies and procedures\*; ability to prepare and draft a variety of legal documents that pertain to labor relations and public personnel matters; ability to analyze and apply legal principles, facts, and precedents to labor and personnel matters; ability to establish and maintain cooperative relations with others; ability to communicate effectively, both orally and in writing.

(over)

**MINIMUM QUALIFICATIONS:**

1. Possession of a license to practice law in New York State and five (5) years in the practice of law, at least two (2) years of which must have substantially been in labor or personnel administrative law; or,
2. A Master's degree in Labor Relations, Public Administration, Business Administration, Industrial/Organizational Psychology, Human Resources or comparable curriculum and five (5) years of post-degree experience that substantially involved labor negotiations, labor contract administration and/or interpretation, the administration of New York State Civil Service Law, and/or human resources administration.

**Note:** If the Labor Relations Administrator will be designated as an Assistant County Attorney, then he/she must meet the qualifications specified in (1), above.

\*To be demonstrated during the probationary period.