

## **LABOR RELATIONS ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional human resources and labor relations work of a complex nature that primarily involves administrative responsibility for labor contract negotiations, labor contract interpretation, payroll administration, disciplinary procedures, human resources matters, and grievances. If applicable, 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 supervision of the Commissioner of Personnel, as appropriate, and supervision is provided to technical, professional, and clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Leads/co-leads or participates in all County labor negotiating teams, as directed by the Commissioner of Personnel;
- Reviews and makes recommendations regarding the provisions of all collective bargaining agreements, and prepares reports/comparisons regarding labor negotiations or arbitration, as requested;
- Plans, coordinates, and conducts studies for labor negotiations and labor disputes;
- 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, prepares labor and human resources comparisons), as assigned by the Commissioner of Personnel;
- Provides day-to-day labor and employment advice and counsel (i.e., disciplinary charges, policy review, contract interpretation);
- Provides confidential advice regarding New York State Civil Service Law, Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), labor contract grievances, ADA compliance, collective bargaining agreements, etc.;
- Provides advice regarding disciplinary procedures, may prepare disciplinary charges for County departments, attends disciplinary hearings, etc., as assigned by the Commissioner of Personnel;
- Provides advice regarding Federal, New York State, and local laws regarding human rights and equity compliance (e.g., EEO laws and policies);
- Performs research (e.g., legal, human resources, salary) and provides specialized advice and information;
- Writes and/or reviews County policies and procedures, as needed (i.e., EEO, Civil Service Law, Rules) to give advice and counsel;
- Supervises a team of subordinate staff;
- 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 human resources and 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, human resources and equity compliance 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 documents that pertain to labor relations, human resources and public personnel matters; ability to analyze and apply principles, facts, and precedents to labor and personnel matters; ability to apply payroll standards based on labor agreements and other laws, rules, memorandums; ability to supervise the work of others; ability to establish and maintain cooperative relations with others; ability to communicate effectively, both orally and in writing.

**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; or,
3. A Bachelor's degree in Labor Relations, Public Administration, Business Administration, Industrial/Organizational Psychology, Human Resources or comparable curriculum and seven (7) 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.

**NOTES:**

1. Additional years of the required experience may be substituted for the college degree on a year-for-year basis.
2. 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.