

LABOR RELATIONS AND LITIGATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work that primarily involves the coordination of labor relations and litigation activities in the Department of Personnel and the preparation of a variety of legal documents, and research in support of labor negotiations and litigation. The work is performed under the direct supervision of the Labor Relations Administrator and the general oversight of the Commissioner of Personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with labor-relations matters, including negotiations, by completing research regarding the history of the provisions of labor contracts and past practices, preparing draft resolutions and labor contract provisions, preparing correspondence and memoranda, preparing reports, etc;

Coordinates labor negotiation sessions by scheduling sessions, preparing agendas, gathering pertinent materials, etc.;

Prepares and maintains records regarding labor negotiations sessions;

Acts as liaison to union representatives, as assigned, to gather and exchange information, clarify information, etc.;

Prepares labor-related draft stipulations, settlements, and agreements, as directed;

Coordinates and conducts special labor relations and litigation projects, as assigned;

Coordinates disciplinary and labor contract grievance hearings by scheduling hearings, acting as liaison to union representatives, witnesses, and arbitrators, preparing documents, as directed, etc.;

Acts as liaison to attorneys (e.g., outside counsel), Department of Law, County departments, etc. in order to implement determinations regarding New York State Civil Service Law (e.g., Article 78), disciplinary actions, etc.;

Prepares memoranda of law and draft resolutions, including but not limited to those that pertain to litigation matters and/or labor relations, as directed by an attorney;

Provides assistance to attorneys in the preparation of a variety of general legal documents (e.g. verifies citations in briefs and memos, rechecks the accuracy of cited cases, gathers exhibits from files, completes portions of legal forms, etc.);

Provides new employee orientation, as assigned;

Maintains a variety of labor relations and litigation files;

Answers telephone and routine correspondence and provides appropriate answers to inquiries concerning basic questions pertaining to labor relations matters and litigation;

May research legal matters, as assigned by an attorney or administrator;

May prepare legal documents such as affidavits of service, summonses, complaints, etc., under the supervision of an attorney.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of basic legal documents and procedures; good knowledge of County of Rockland labor negotiations procedures*; good knowledge of County of Rockland collective bargaining agreements*; ability to prepare legal documents that pertain to County of Rockland labor relations matters, including disciplinary proceedings*; ability to understand and carry out oral and written instructions; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing.

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MINIMUM QUALIFICATIONS: An Associate's degree or higher, or equivalent college credits (minimum of sixty (60) credits), in Paralegal Studies, Criminal Justice, Labor Relations, or comparable curriculum, and four (4) years of clerical experience in a law-related and/or labor relations setting, at least two (2) years of which must have substantially involved the preparation of materials for cases under litigation and/or labor relations matters (e.g., labor negotiations, grievance hearings).