

LABOR RELATIONS SPECIALIST*

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work that involves responsibility for assisting in the implementation, interpretation, administration and coordination of personnel policies and procedures as they relate to labor relations. Responsibilities include ensuring compliance with civil service law, labor laws, collective bargaining agreements and applicable County policies and resolutions pertaining to labor and personnel policies. The work is performed under the supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with labor relations matters (e.g., labor contract negotiations, the handling of grievances and related administration thereof, disciplinary proceedings, etc.) by summarizing and researching issues, preparing proposals, drafting terms, resolutions, reports, correspondence and memoranda, as well as assembling and analyzing information including, but not limited to, cost analysis and contract terms for data and information comparison;

Responsible for the interpretation of labor agreements, labor law and rules and all other labor and employment related law, policies, etc.;

Assists attorneys and higher-level administrators in the preparation and development (e.g., verifies citations in briefs and memos, rechecks the accuracy of cited cases, gathers exhibits from files, completes portions of legal forms, etc.) of a variety of documents, such as memoranda of agreement, legislative resolutions and integrated collective bargaining agreements, including the distribution and/or execution of same;

Coordinates labor negotiation and bargaining sessions, disciplinary meetings, grievance hearings, arbitration proceedings and related meetings by gathering pertinent materials, preparing agendas and documents and maintaining meeting records by taking accurate and detailed notes at such sessions and meetings;

Conducts research regarding the history of labor contract provisions and past practices;

Gathers financial data and prepares cost analysis;

Acts as liaison to union representatives, attorneys (e.g., outside counsel), Department of Law, County departments, etc., to gather, clarify and exchange information;

Assists in implementing determinations regarding New York State Civil Service Law (e.g., Article 78 proceedings), collective bargaining agreements, arbitrations, grievances, disciplinary actions, etc.;

Assists in ensuring awareness and compliance with state and federal labor laws, regulations and Rockland County policies, including monitoring changes in applicable laws and regulations and updating relevant documentation to reflect such changes;

Completes special labor relations and labor/employment projects (e.g., development and analysis of potential voluntary separations, comparison charts, etc.), as assigned;

Maintains a variety of labor relations and employment law files;

Handles routine phone and email correspondence and provides appropriate answers to inquiries pertaining to labor relations matters;

Utilizes computer applications such as Excel and Word and various database software in performing work assignments;

May design and deliver training for impacted employee groups and/or department heads.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals and practices of labor relations and personnel administration; good knowledge of the principles and techniques of collective bargaining and grievance procedures; good knowledge of federal, state and local labor/employment laws, including, but not limited to, the New York State Civil Service Law; good knowledge of County of Rockland collective bargaining

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agreements and labor negotiation procedures**; ability to prepare documents that pertain to labor relations matters, including disciplinary proceedings; ability to exercise good judgement; ability to understand and carry out oral and written instructions; ability to pay close attention to detail; ability to establish and maintain cooperative relationships with others; ability to keep information confidential; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and two (2) years of experience where the primary function of the position involved labor relations activities in a unionized environment (e.g., collective bargaining, contract negotiation and interpretation, employee discipline, the coordination of grievance and arbitration proceedings, etc.).

NOTES:

1. Additional years of the required experience may be substituted for the college degree or equivalent college credits on a year-for-year basis.
2. A Master's degree in Labor Relations may be substituted for one (1) year of the required experience.

*This reflects a retitling of Labor Relations and Litigation Coordinator.

**To be demonstrated during the probationary period.