

DEPARTMENT: HUMAN RESOURCES & CIVIL SERVICE ADMINISTRATION
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 11, 2006 **FLSA Status:** Exempt/Administrative 1/4/2010

MANAGER OF LABOR RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for contract administration, promoting union management relations, assisting individual employees with job-related issues, handling and resolving grievances, assisting management with disciplinary proceedings, advising the Director of Human Resources about potential personnel issues, and, when necessary, providing technical assistance during contract negotiations. The incumbent is also responsible for developing and administering an orientation program and appropriate in-service training to employees on county policies. Work is performed under the general direction of the Director with considerable leeway allowed for the exercise of independent judgment in planning and executing assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Administers negotiated contracts and ensures that personnel transactions are accomplished in accordance with contract language and applicable Memorandums of Agreement/Understanding;
2. Interprets the meaning of contract and agreement provisions to County management, the County Legislature, individual employees and employee organizations;
3. Provides advice and counsel to management personnel on labor management practices and procedures including contract administration, employee relations, union-management issues, grievance procedures, and conduct of hearings under negotiated contract procedures;
4. Keeps abreast of all current Federal and State legislation regarding public employees laws including Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), and the Fair Labor Standards Act (FLSA) and advises appropriate parties of changes in such legislation;
5. Provides technical guidance in the resolution of specific and/or controversial issues;
6. Explores probable causes and contributing factors associated with grievance problems and recommends constructive courses of action;
7. Develops and maintains up-to-date reference files which include negotiated contracts, PERB decisions, court rulings, memorandums of agreement/understanding, legislative updates, practices and procedures utilized by mediators and arbitrators as well as a dossier on their capabilities and past performance;
8. Receives and responds to employee grievances and attends labor/management meetings in order to resolve employee relations issues;
9. Assists the Director with more complex employee relations issues including providing technical support for arbitrations;
10. Collaborates with management regarding employee discipline problems, conducts investigations, drafts charges, makes penalty recommendations, and attends disciplinary proceedings;
11. Assists in the final preparation of contracts including considering the nature, scope and impact of negotiated terms and ensuring that memorandums of agreement are incorporated into the language;
12. Researches, analyzes and compares competitive wage structure and benefit programs, including those of other municipalities and advises the County management of weaknesses in the pay plan;
13. Conducts desk audits and makes recommendations regarding appropriate salary structure;
14. Develops, implements, and maintains a formalized employee orientation program;
15. Develops and conducts formalized training procedures and programs for a continuous in-service training program for all employees on areas including sexual harassment and racial/ethnic discrimination in addition to specialized training for managers/supervisors including disciplinary procedures;
16. Conducts studies to determine training needs, establishes criteria and evaluates results;
17. Operates a personal computer utilizing modern software programs including word processing, spreadsheets, databases, and presentation software.

CONTINUED

MANAGER OF LABOR RELATIONS CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the Taylor Law and all Federal and State legislation relative to public employee laws including ADA, FMLA, FLSA, etc.; thorough knowledge of the principles, practices and procedures of administering collective bargaining agreements, resolving grievances, mediation and conciliation; thorough knowledge of principles, practices and techniques of developing, administering, and evaluating training programs; good knowledge of benefit programs; good knowledge of employment, wage and salary practices in the geographic area; good knowledge of the principles and practices of public personnel administration; good knowledge of Civil Service Law, Rules and procedures; good knowledge of the administration of public employee contracts; public speaking skills; ability to apply standards of conduct and codes of fair labor practices; ability to interview, counsel and negotiate with parties involved in grievances and labor/management disputes; ability to read and interpret contract provisions and to draft formal agreements; ability to plan and develop in-service training and orientation program materials; ability to create and maintain harmonious relationships; ability to analyze data and make appropriate conclusions; ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and strain; ability to operate modern software programs and a personal computer; tact; courtesy; sound judgment; professional appearance; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma;

- AND:** 1. Possession of a Master's Degree in Labor Relations, Public Administration or related field and one (1) year of specialized managerial experience in human resource management, contract administration, wage and employee benefit administration, training and public speaking, and the application of labor law in either the private or public sector or in government;
- OR:** 2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Labor Relations, Human Resource Management, Public Administration or related field and two (2) years of specialized managerial experience in human resource management, contract administration, wage and employee benefit administration, training and public speaking, and the application of labor law in either the private or public sector or in government;
- OR:** 3. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and five (5) years of specialized managerial experience in human resource management, contract administration, wage and employee benefit administration, training and public speaking, and the application of labor law in either the private or public sector or in government.

Non-competitive classification disapproved State CSC 03/28/2002

12/11/2006; 09/29/2006; 06/05/2006; 10/23/97