

## LABOR RELATIONS ASSISTANT (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for conducting a comprehensive Labor Relation Program for participating school districts and serves as the chief negotiator in labor relations. The nature of the work requires that the incumbent function effectively under broad policy directions which the incumbent shares a roll in developing. The employee in this class represents management on a variety of employee relations areas. The Labor Relations Assistant may assign, review and evaluate the activities of a small number of professional, paraprofessional, and clerical employees involved in the delivery of an Employee Relations program. The nature of the work requires the incumbent to take a lead in special assignments having major impact upon participating school districts, such as coordinating and conducting research and analysis of numerical and narrative data pertaining to contractual language within the various contracts and acting as chief negotiator. The major components involved within the office of Employee Relations involve contract negotiations, contract administration, and the administration of discipline and grievance procedures. Incumbent reports to the Assistant Superintendent for Management Services. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Directs and conducts a wide variety of functions found within the office of Employee Relations for participating school districts; Leads in the conduct of negotiations by performing the following: Acts as chief negotiator for the varied school districts, Consults with school district superintendents to determine appropriate responses to contractual demands based upon the bargaining table, Presents responses to employee demands at negotiation sessions in a logical and convincing manner, Presents management demands verbally or in writing in a logical and convincing manner, Makes agreements with employee organizations within the frame work of either school district or BOCES policy direction; Directs and coordinates the proper administration of terms and conditions for employment as stipulated in the varied labor agreements by performing the following: Provides information and assistance both verbally and in writing to school district management/confidential and supervisory personnel to ensure proper administration of negotiated agreements, Interprets terms and conditions to school district management/confidential and supervisory personnel; Confers with school districts supervisory employees for purposes of training and contract administration, to ensure uniform administration, to obtain feedback and problems resulting from the varied contract languages, and avoids misunderstandings that may cause grievance or dissatisfactions; Represents the school districts in disciplinary and grievance matters and in matters before PERB under policy direction and within terms of contractual agreements; Provides assistance in the processing of cases and the guidance of school district management/confidential and supervisory personnel with respect to discipline and grievance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of personnel administration and employee relations as practiced under applicable state and federal civil service and labor laws; Good knowledge of contractual agreements covering employees in school districts; Good knowledge of laws, rules, policies, etc. governing school district relationships with other public agencies; Good knowledge of the principles and practices of public administration inclusive of organizational principles, management principles, fiscal processes, and personnel administration; Ability to conduct negotiations sessions and hearings often within an argumentative and stressful atmosphere; Ability to orally present clear and logical arguments on a wide variety of issues at negotiating sessions; Ability to analyze information gathered for the purposes of developing recommendations and/or making decisions; Ability to prepare detailed and complex correspondence for the purposes of explaining and supporting the school district's decisions and recommendations; Ability to supervise a small number of professional, paraprofessional, and clerical employees; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited New York State recognized college or university with a Bachelor's degree, in Labor Relations/Personnel or related field and three years of professional level work experience involving contract negotiation and administration (grievance handling and arbitration); OR

B. Seven years of full time work experience in labor management relations, two years of which must have been professional level work experience in contract negotiations and administration (grievance handling and arbitration); OR

C. An equivalent combination of training and experience as defined by the limits of A and B above.

SPECIAL REQUIREMENT: Possession of a valid New York State operator's license at time of appointment.

Adopted 2/23/01