



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Director of Personnel Relations**
Jurisdictional Class: Non-Competitive
(Policy Influencing / Confidential)
Civil Division: Cayuga-Onondaga BOCES
Adoption: CSM 9/10/08
Revised: CSM 8/14/13

DISTINGUISHING FEATURES OF THE CLASS:

The position of Director of Personnel Relations is a management level position reporting directly to the Assistant Superintendent for Personnel Relations or Superintendent of Schools. The Director of Personnel Relations is responsible for the direction, coordination and provision of services by the Cayuga-Onondaga Counties Board of Cooperative Educational Services (BOCES) Office of Personnel Relations to school districts and other service participants. The nature of the work requires that the incumbent function effectively under broad policy directions which the incumbent shares a role in developing. The Director represents management in a variety of employee relations areas. The Director assigns, reviews and evaluates the activities of a number of professional and clerical support employees in the delivery of the Personnel and Labor Relations service. The Director will serve as Chief Negotiator in contract negotiations and represent management in contract negotiations, contract administration, policy development and implementation, and the administration of discipline and grievance procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts the negotiations process on behalf of school districts service participants, including contract analysis, proposal development, and representation in formal and informal negotiations. Meets with and provides assistance to Superintendents of Schools and Boards of Education;

Supervises the preparation, negotiation, execution and administration of contractual agreements between the various schools and the employee organizations representing their employees;

Provides assistance to school districts and service participants in the administration of negotiated agreements by interpreting language, recommending positions, and responding to grievances;

Represents school districts and service participants in grievance and arbitration procedures, as well as hearings before the Public Employment Relations Board, New York State Division of Human Rights and other administrative agencies, and disciplinary hearings pursuant to Civil Service Law or through collective bargaining agreement disciplinary procedures;

May perform duties as the attorney for the Cayuga-Onondaga BOCES if so qualified;

Analyzes, prepares and directs the preparation of surveys and reports relating to federal, state and local laws or regulations concerning contracts, personnel policies, wages, hours and other terms and conditions of employment. Directs the preparation and publication of monthly newsletters to service participants.

Assists member districts with investigations of employee misconduct and alleged civil rights violations by serving as impartial investigator;

Provides workshops and training for school district staff and Board of Education members regarding negotiations, employment, labor relations and pupil personnel issues;
Develops, supervises and coordinates the negotiations, employment and negotiations and labor relations services provided to school districts and service participants;
Administers, supervises and helps to formulate and promote employee relations programs for school districts and service participants and plans for the continued development and expansion of services provided by the Labor Relations Office;
Supervises the staff in the Office of Personnel Relations including Labor Relations Specialists and clerical staff, conducts annual performance evaluations of staff and makes recommendations regarding salary increases and promotions;
Develops and administers the budget for the OPR according to BOCES guidelines;
Provides such other related services as assigned by the Assistant Superintendent of Personnel Relations or District Superintendent of Schools.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of employee contract negotiation, mediation and arbitration practices, procedures, and techniques;
Thorough knowledge of the preparation and administration of public employee contracts;
Thorough knowledge of the Taylor Law;
Thorough knowledge of the law as it relates to BOCES in the state of New York;
Good knowledge of an ability to apply standards of conduct and codes of fair labor practices;
Ability to perform research in employee benefits and salaries;
Ability to negotiate equitable agreements;
Ability to perform salary and benefits computation and statistical analysis;
Ability to conduct and supervise public employer labor relations services;
Ability to read and interpret contract provisions and draft formal agreements and employment policies;
Ability to create and maintain harmonious relationships;
Analytical ability;
Ability to represent public employers in administrative and arbitration proceedings.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a NYS registered or regionally accredited 4-year college or university with a Doctorate's Degree in Labor Relations, Law, Public Administration, Business Administration, Business Management, Human Resources, Education Administration, or related field AND 4 years of experience as a direct and active participant in collective bargaining negotiations, mediation, arbitration, or adjustment of contracts and disputes between unions and employers or 4 years of experience in school administration; OR
- (B) Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in one of the degree areas AND 5 years of experience as outlined in (A) above; OR
- (C) Admission to the Bar of the State of New York and 2 years of experience as outlined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

(Approved by NYSCSC 9/21/11)