



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Labor Relations Specialist**
Jurisdictional Class: Competitive
Non-Competitive (2 positions – policy influencing)
Civil Division: Cayuga-Onondaga BOCES
Adoption: CSM 8/14/96
Revised: CSM 5/8/02, 3/7/09, 9/12/12, 3/9/16

DISTINGUISHING FEATURES OF THE CLASS:

The position of Labor Relations Specialist is a management level position reporting directly to the chief school administrator and board of education of a public school district. The position deals with confidential communications and materials. The Labor Relations Specialist works autonomously exercising independent judgment on the behalf of the school districts that participate in the labor relations service. The Labor Relations Specialist's primary function is to negotiate agreements with public employee organizations and to represent public employers in grievance arbitration, employee disciplinary proceedings and in proceedings before the Public Employment Relations Board. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as Chief Negotiator and sole spokesperson for the Superintendent and Board of Education during the negotiating process;
Actively represents management's positions in mediation, fact finding and legislative show-cause hearings, and in improper labor practices proceedings before the Public Employment Relations Board;
Provides advisory service to management on various aspects of labor management practices and procedures including contract administration and interpretation;
Provides technical guidance in the resolution of specific and/or controversial issues;
Reports to Chief School Administrators on continuing contract and personnel administration and relevant court or administrative agency rulings;
Conducts mediation and fact finding sessions and prepares for same;
Analyzes precedents and existing employment, wage salary practices in the area in order to develop management's position prior to contract negotiation;
Considers the nature, scope and impact of, and develops counter proposals, and compromises on individual issues presented by employee organizations;
Assists in promoting constructive relationships between employee organizations and management representatives;
Makes contract analysis of agreements in school districts for which negotiating and salary, wage and supplemental benefit surveys of personnel involved;
Represents school districts in grievance and arbitration procedures;
Explores probable causes and contributing factors associated with grievance problems and recommends constructive courses of action;
Consults with Board of Education, Superintendent, and other first-line supervisors to ascertain needs and determine changes, additions, and deletions to existing contractual agreements;
Reviews existing contracts, existing rules and practices, past and present grievances, and arbitration decisions;
Represents school districts in improper practice and representation proceedings before PERB;

TYPICAL WORK ACTIVITIES: (Illustrative Only) (Continued)

Analyzes precedents and existing employment, wage and salary practices in neighboring districts in order to aid in the development of administration positions prior to contract negotiations;
Develops and maintains reference files including but not limited to existing contracts, existing rules, regulations, and personnel practices, PERB and court decisions and information on negotiations, mediation and arbitration;
Reviews and analyzes demands presented by the various bargaining units;
Prepares strategy to be followed at the negotiating table;
Reduces changes agreed upon during the negotiating process to contract language in terms readily understandable by both union and management;
Represents school districts in contract discipline proceedings and in Section 75 Civil Service Law proceedings;
Meets with the Superintendent, Board of Education, and line supervisors at the conclusion of negotiations to explain changes and reasons for such changes;
Assists the Superintendent and Superintendent's Attorney, upon request, in the preparation of positions as to the application, implementation, interpretation, or claimed violation of the specific terms or provisions of agreements;
Assists the Superintendent and School Attorney, upon request, in the preparation of those arguments and positions of the District on matters alleging improper practices, matters at grievance, and matters of arbitration;
Conducts labor relations workshops for school administrative personnel and school board members.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of employee contract negotiation, mediation and arbitration practices, procedures, and techniques;
Good knowledge of the preparation and administration of public employee contracts;
Good knowledge of the Taylor Law;
Working 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 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) Admission to the Bar of the State of New York and (1) year of experience where the primary function of the position was in Public Sector Labor Law, which preferably included the processing of disciplinary and grievance actions and collective bargaining negotiations; OR
- (B) Graduation from a NYS registered or regionally accredited 4-year college or university with a Master's Degree in Labor Relations, Public Administration, Business Administration, Business Management, Education Administration, or a closely related field AND (2) years of experience as an active participant in collective bargaining negotiations, mediation, arbitration, or adjustment of contracts, disputes or other labor issues between unions and employers; OR
- (C) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in one of the degree areas or closely related field AND (4) years of experience as outlined in (B) above, two (2) years of which must have included the processing of disciplinary and grievance actions and collective bargaining negotiations; OR

- (D) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in one the degree areas or closely related field AND (5) years of experience where the primary function of the position was in human resources and/or labor relations, three (3) years of which must have included the processing of disciplinary and grievance actions and collective bargaining negotiations; OR
- (E) Graduation from a regionally accredited New York State recognized college or university with an Associate's degree in one of the degree areas or closely related field AND (6) years of experience as outlined in (B) above, where the primary function of the position was in human resources and/or labor relations, two (2) years of which must have included the processing of disciplinary and grievance actions and collective bargaining negotiations; OR
- (F) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

NOTE: All volunteer or unpaid internships must be verifiable to count as experience as outlined in (A) above.

Changes approved by State on 4/18/16.