

Civil Division: Oneida County Government
Jurisdictional Class: Non-Competitive
EEO Category: Officials and Administrators
Revised: 12/29/11

DIRECTOR OF LABOR RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive, the employee in this class is responsible for planning, coordinating and participating in the negotiations of contracts between employee groups and Oneida County. In addition, the incumbent promotes union/management relations, assists individual employees with job-related problems and advises the County Executive as to potential problem areas. Considerable leeway is given the employee for performance of the work in a manner to achieve professional results. Supervision is exercised over technical and clerical employees. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Represents Oneida County in negotiations with recognized employee organizations;
Administers negotiated contracts, interpreting the meaning of various provisions to County management, County Legislature, individual employees and employee organizations;
Writes language to be included in contracts;
Directs final preparation of contracts, adding memorandums of agreement;
Prepares cost projections and budget impact of proposed salary and fringe benefit modifications;
Provides advice and counsel to management personnel on contract administration, employee relations, union/management conflicts, and grievance procedures;
Acts as Hearing Officer on behalf of the County while conducting hearings under negotiated contract procedures;
Researches, analyzes and compares competitive wage structures and benefit programs, including those of other municipalities;
Prepares and recommends proposals, counter-proposals and bargaining positions for use during negotiating process;
Advises County management of State and Federal laws and regulations affecting County policy;
Develops, implements and enforces a County-wide safety program;
Monitors and enforces safety regulations;
Recommends action to be taken in cases of violation of safety rules and regulations;
Researches, analyzes and compares employee benefit programs for the County;
Administers employee benefit programs for the County, including providing monthly reports for each department;
Bills all retirees and COBRA's for health insurance and maintains accounting reports of all subscribers billed and payments posted to accounts.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and techniques of collective bargaining, grievance procedures, mediation and conciliation; good knowledge of the applicable State and Federal laws affecting public employees, labor relations; good knowledge of benefit programs; working knowledge of OSHA Programs; ability to interview, counsel and negotiate with parties involved in contract negotiations and disputes; ability to effect suitable agreements; ability to research data and formulate proposals; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in labor relations or public administration or a closely related field **AND** one (1) year of specialized experience in contract negotiation, wage and employee benefit administration, and the application of labor law in either private sector or in government; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business management or a closely related field **AND** three (3) years of experience, as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience, as described in (A) above.

Adopted: 02/02/82
Revised: 11/29/95, 12/29/11