

Civil Division: Madison-Oneida BOCES
Jurisdictional Class: Non-Competitive
EEO Category: Professional
Revised: 04/11/17

LABOR RELATIONS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES and involves responsibility for representing participating school districts as chief negotiator in contract negotiations with employee organizations. The incumbent also provides consultation services in contract administration, interpretation, negotiation and arbitration to the school district administration involved. The work is performed under the general supervision of the BOCES District Superintendent, with considerable leeway given for the exercise of independent judgement in carrying out assignments. Supervision is exercised over Labor Relations Associates and subordinate clerical employees. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as chief negotiator for school district administration at contract negotiations and consultation sessions with employee organizations;
Administers, supervises and aids in formulating and promoting employee relations programs for participating school districts;
Prepares and recommends proposals, counter proposals and bargaining positions to the school district administration for use during the negotiating process;
Supervises preparation, negotiation, execution and administration of contractual agreements between the school district and the employee organizations involved;
Consults with chief school officers, District Superintendent, Business Managers and other supervisory personnel in the development of employee contract provisions;
Represents school district administration position in negotiation fact-finding, legislative show cause hearings and unfair labor practices;
Analyzes precedents and existing employment, wage and salary practices in the geographic area in order to aid in development of the school district administration position prior to contract negotiation;
Plans and conducts workshops and seminars on contract negotiation practices and procedures for district administrative personnel;
Explores probable causes and contributing factors associated with grievance problems, and recommends constructive courses of action to the school district administration;
Consults with, and interprets, the policy and procedures for school district personnel related to the employee relations program;
Develops and maintains reference files including negotiated contracts, PERB and court decisions, and information on mediation and arbitration;
Prepares a variety of records and reports related to the work.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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; ability to acquire a working knowledge of the New York State Taylor Law; ability to negotiate equitable agreements; ability to perform research in areas of employee benefits and salaries; ability to acquire a working knowledge of employment, wage and salary practices in geographic areas; ability to read and interpret labor contract provisions and to draft formal agreements; ability to create and maintain harmonious relationships between employee groups and employers; ability to interview, counsel and negotiate with parties involved in contract negotiations and disputes; ability to formulate equitable solutions to employee relations problems; ability to prepare records and reports.

MINIMUM QUALIFICATIONS: Either:

- (A) Admission to the Bar of New York State; **OR**
- (B) Possession of a Master's Degree in Public Administration, Labor Relations or a closely related field **AND** one (1) year of experience as a direct and active participant in collective bargaining negotiations, mediation, arbitration or contract adjustment between employers and employee bargaining groups, wage and employees benefit administration, and the application of labor law in the private sector or in government; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Administration, Labor Relations or a closely related field **AND** two (2) years of experience as described in (B) above; **OR**
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** three (3) years of experience as described in (B) above; **OR**
- (E) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** five (5) years of experience as described in (B) above; **OR**
- (F) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of experience as a Labor Relations Associate.

Adopted: 12/08/77
Revised: 06/16/92, 06/21/95, 12/13/96, 05/15/98, 09/03/15, 04/11/17