

Jurisdictional Class: Competitive

Adopted: March 1, 2021

Revised:

**LABOR RELATIONS DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position responsible for directing and overseeing a comprehensive Labor Relations Program, involving contract negotiations, contract administration, grievances, and arbitration. Work is performed under general supervision with considerable leeway allowed for the exercise of independent judgement in the performance of duties. Direct supervision is exercised over all subordinate staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Establishes, evaluates, and carries out all labor relations programs, policies, and procedures;
- Oversees and facilitates the submission of required documentation as required by Civil Service and/or the State Education Department for personnel transactions, payroll certification, classification, or reclassification of positions, required licenses and certifications, etc.
- Oversees negotiations with collective bargaining units for the consortia (school districts, etc.) including grievances, management proposals, arbitration, interpreting law, and other related concerns;
- Represents CVES and other members of the BOCES service on personnel-related matters to the public, government officials, and professional groups;
- Provides information, assistance, and advisement to school district Human Resources/Personnel departments on labor relations, and ensures compliance with local and state agencies;
- Assists all administrators and/or department heads in the disciplinary process provided for in the union contracts and/or legal procedures, acts as a witness when requested, and assists with investigations of incidents;
- Represents school districts alongside legal counsel in Public Employment Relations Review Board (PERB), Section 75 (Civil Service), Teacher Tenure (3020a), and arbitration proceedings;
- Provides education and training to staff, school district boards of education, BOCES boards, and/or management staff on labor relations topics as needed;
- Maintains complete files on all matters related to collective negotiations, contracts, appeals, comparative salary, and fringe benefits data, and all other matters pertaining to employer-employee relations;
- Evaluates changing demographic, legal, and technical developments in the field and develops new programs responsive to such needs;
- Assembles and analyzes information on trends in labor relations to best represent CVES and school districts' interests in labor relations;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, practices, and techniques of personnel administration and labor relations;
- Thorough knowledge of theory, procedures, and techniques involved in collective bargaining, arbitration, grievance handling, and other aspects of employee relations;
- Good knowledge of the New York State Civil Service Law, local rules and regulations, Taylor Law, and other regulations affecting employment in New York State;
- Good knowledge of contract administration and personnel management;
- Ability to understand and interpret complex written material;
- Ability to operate a computer and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
- Ability to express oneself clearly and precisely both orally and in writing;

## Labor Relations Director

Ability to plan and supervise the work of others;  
Ability to analyze and organize data and prepare and maintain detailed records and reports;  
Ability to analyze and resolve complex problems;  
Initiative;  
Sound judgement;

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Business, Human Resources Administration, Labor Relations, or related field and two (2) years of experience in human resources or labor relations management; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in any field, three (3) years of experience in human resources or labor relations management.

NOTE: Educational training beyond a Bachelor's degree in the field of law, business, public administration, human resources management, industrial or labor relations, may be substituted for experience on a year-for-year basis.