

Jurisdictional Class: Competitive  
Adopted: March 23, 1994  
Revised: August 14, 2014

**LABOR SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for assisting in conducting a comprehensive Labor Relations Program, involving contract negotiations, contract administration, grievances, and arbitration. Work is performed under the general supervision of the Coordinator of Employer/Employee Relations with considerable leeway allowed for the exercise of independent judgment in representing management in a variety of employee relations areas. Supervision may be exercised over a small number of professional, paraprofessional, and clerical employees. The position holder will be responsible for assisting in negotiations for and on behalf of his/her employer. The incumbent does related work as required.

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

Acts as statistician for the agency developing and maintaining files of negotiated contracts, mediators and fact finders, comparable negotiations practices throughout the state, PERB decisions and court rulings, and legislative action plans and the Board's position on such;

Edits and publishes a monthly labor relations newsletter and subscribes to appropriate negotiation information services in order to maintain a data bank;

Assists with or handles grievances, assists in development of strike plans, assists in development of management proposals, and develops management counter proposals;

Analyzes existing agreements to improve the wording and understanding of such documents;

Represents agency through mediation, fact finding, legislative hearings before PERB, and other government bodies;

Serves as resource person on such matters as agreement administration and interpretation;

Acts as advisor pertaining to the negotiated agreement when a grievance is lodged or when a strike has occurred;

Initiates, plans, coordinates, and conducts negotiations workshops and seminars as needed;

Will assist spokesperson representing management of other employers at all bargaining sessions and through all stages of mediation, fact finding, legislative show cause hearings, and unfair labor practices proceedings before PERB;

Assists in GASB 45 service, including acting as liaison between school districts and actuarial firm with data collection, format submission, contract benefit interpretation, retiree liability, review of reports for accuracy, presentation of data, annual maintenance, and updates.

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

Thorough knowledge of the principles and practices of personnel administration;

Good knowledge of employee relations as practiced under applicable state and federal civil service and labor laws;

Good knowledge of contractual agreements;

Good knowledge of public laws, rules, and policies which govern organization;

Good knowledge of principles and practices of public administration;

Ability to orally present clear and logical arguments on a wide variety of issues;

Ability to analyze information to develop recommendations or make decisions;

Ability to prepare detailed and complex correspondence;

Ability to relate well to others;

Sound judgment.

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**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of a Degree in Law from a regionally accredited or New York State registered college or university; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Business, Personnel Administration, Labor Relations or related field; or
- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and three (3) years of experience in Labor Relations; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.