

DIRECTOR OF PERSONNEL AND LABOR RELATIONS

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: The work involves formulation and administration of personnel and labor relations policies for a Board of Cooperative Educational Services. Policies are formulated and carried out according to a knowledge of laws, regulations, labor contract terms and practices, and general Board objectives. The work is performed under the administrative direction of the District Superintendent. General supervision is exercised over those engaged in the administration of teaching to assure that educational objectives are maximized in accordance with applicable terms and conditions of employment. Oversight is also exercised over the activities of Labor Relations Specialists providing collective bargaining and legal services to component school districts. A Director of Personnel and Labor Relations (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Negotiates collective bargaining agreements with employee organizations representing administrators, teachers, other certified personnel, and classified civil service employees;
- Administers negotiated collective bargaining agreements;
- Investigates employee grievances, allegations of employee misconduct and incompetence in order to frame management positions based on facts observed;
- Prepares and presents management cases in grievances, before arbitrators, or the Public Employees Relations Board (PERB);
- Prepares formal charges in disciplinary matters and negotiates settlements;
- Studies legislation, case law, arbitration, and PERB decisions to keep abreast of developments in the field of personnel and labor relations in order that adoption in policies or procedures may be promptly initiated and effectively executed;
- Confers with Labor Relations Specialists to monitor progress, and provide counsel in relation to collective bargaining, contract administration, and issues involving employment and labor relations in component school districts;
- Conducts legal research and drafts briefs, answers, petitions, memoranda of law, stipulations, agreements, etc. for use in arbitrations, PERB hearings, civil litigation or other forums; or assists an assigned attorney in such;
- Reviews qualifications of teachers and administrators to assure compliance with the Commissioner of Education's certification and qualification requirements; Acting as Regional Certification Officer;
- Assures BOCES compliance with laws and rules administered by the local Civil Service Agency;
- Interviews applicants for teaching positions in order to recommend hiring and job assignments;
- Acts as Training and AA/EEO Officer;
- May, if admitted to the bar, represent the BOCES in Court.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the legal environment governing public employment labor relations and personnel administration in New York State; good knowledge of the principles, practices, and strategies governing the conduct of labor relations and collective bargaining negotiations; skill in communicating effectively; skill in organizing and consolidating information; ability to establish suitable relations and deal effectively with school officials, employees, and Union representatives; resourcefulness in solving labor relations and personnel problems; good judgement; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in labor or industrial relations, or a law degree, and two years of experience involving personnel administration and labor relations, or employment and labor litigation;

OR

- B. Graduation from a regionally accredited or New York State registered college or university and four years of experience involving personnel administration and labor relations, including the negotiation or administration of a collective agreement;

OR

- C. Eight years of experience involving personnel administration and labor relations including the negotiation or administration of a collective bargaining agreement.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/19/90