

## SENIOR LABOR RELATIONS SPECIALIST

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing consultation, direction and policy making assistance in labor relations matters as a service to Boards of Education of component school districts of a BOCES. This position is distinguished by the advanced knowledge, skills and experience involved with labor relations issues. An incumbent formulates labor relations policies and strategies according to a knowledge of government laws and regulations, labor contract terms and the objectives of chief school officers and boards of education. Broad discretion is exercised in developing labor relations policies consistent with outlined objectives. The work is carried out under the general direction of the Superintendent of the Supervisory District. Supervision is exercised over professional and clerical staff of the labor relations office. A Senior Labor Relations Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Negotiates collective bargaining agreements with employee organizations representing administrators, teachers, other certificated personnel and classified civil service employees of component school districts of the BOCES;
- Studies legislation, arbitration decisions and collective bargaining contracts to assess trends in school labor relations matters;
- Writes and delivers presentations and conducts work shops regarding negotiations and labor agreement administration for school boards and administrators;
- Analyzes wage and salary reports and data to evaluate compensation plans, develops negotiation proposals or prepare information for fact finding;
- Prepares and reviews proposals for collective negotiations with chief school officers and boards of education and establishes procedures for continuing evaluation of proposed and existing labor agreements;
- Provides written opinions concerning legal issues in consultation with member school legal representatives;
- Represents member boards in investigating, answering and presenting management positions in settling grievances or pursuing disciplinary matters;
- May represent member boards in presenting management positions before the Public Employment Relations Boards;
- Oversees the maintenance of a library and reference materials related to labor relations matters;
- Oversees and participates in the preparation and dissemination of a newsletter to member boards and other subscribers dealing with court decisions, P.E.R.B. rulings, legislative actions and a variety of labor relations issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the legal environment governing public employment labor relations in New York State; working knowledge of the principles, practices and strategies governing the conduct of labor relations and collective bargaining negotiations; working knowledge of public sector personnel administration; ability to establish suitable relations and deal effectively with school boards, educational administrators, employees and representatives of labor organizations; skill in communicating effectively both orally and in writing; an ability to recognize opportunities for constructive compromise; persuasiveness in attaining objectives through collective negotiations; resourcefulness in solving labor relations problems; good judgement; thoroughness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's Degree in labor or industrial relations or a law degree and one year of experience involving personnel administration and labor relations or employment and labor litigation;

OR

- B. Possession of a Bachelor's Degree and four years of experience involving personnel administration and labor relations, including the negotiation of collective bargaining agreements;

OR

- C. Eight years of experience involving personnel administration and labor relations, including the negotiation of collective bargaining agreements.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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