

Jurisdictional Class: C – FT .  
NC - PT

Revised:  .

Location: Schools .

Fr. Cty. Grade: -

Date: 7/23/18 .

## **LABOR RELATIONS SPECIALIST (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position entails labor relations work for participating County School Districts under the auspices of the Board of Cooperative Educational Services. This is technical work of a complex nature involving responsibility for representing School Administrators as chief spokesman in the conduct of contract negotiations with employee organizations, providing consultation services in contract administration, interpretation and negotiation. General direction is provided by the District Superintendent, Board of Cooperative Educational Services. The incumbent does other related work as required.

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

Serves as principle representative for management at contract negotiation and consultation sessions with employee organizations;

Actively represents management's position in mediation and fact-finding;

Provides advisory service to management on all aspects of labor management practices and procedures including contract administration and interpretation;

Provides technical guidance in the resolution of specific and/or controversial issues;

Analyzes precedents and existing employment, wage and salary practices in the geographical area in order to develop management's position prior to contract negotiation;

Considers the nature, scope and impact of and develops counter proposals and compromises on individual issues presented by employee organizations;

May assist in drafting of formal agreements.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of negotiation and mediation practices, procedures and techniques; working knowledge of the Taylor Law; good knowledge of employment, wage and salary practices in the geographic area; familiarity with the administration of public employee contracts; ability to negotiate agreements; ability to read and interpret contract provisions and draft formal agreements; ability to create and maintain harmonious relationships; analytical ability; tact and courtesy.

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

- A. Graduation from a New York State registered or regionally accredited four year college with a Bachelor's Degree and three years of experience as a direct and active participant in collective bargaining negotiations, mediation, arbitration or adjustment of contracts and disputes between unions and employers; or
- B. Graduation from high school or possession of a high school equivalency diploma and seven years of experience as described above; or
- C. An equivalent combination of training and experience as indicated in A and B above.

NOTE: A law degree or a master's degree in labor relations or one year of teaching experience in the field of labor relations may be substituted for one year of the required experience.