

## DIRECTOR OF LABOR RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, an incumbent of this position is responsible for both the formulation of the County's labor relations policy and its implementation. In fulfilling this function the incumbent is responsible for representing management in labor relations including contract negotiations, interpretation and administration of collective bargaining agreements, and the maintenance of positive and effective labor-management relations. The Director of Labor Relations counsels and advises managers and supervisors of all departments on labor relations matters and maintains contact with state and local labor relations groups and individuals. Supervision is exercised over a small number of office/clerical support personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Formulates the County's labor relations policy and directs its implementation, under general direction from the County Executive and subject to approval of the Board of Legislators;

Prepares for and conducts the County's participation in union-management contract negotiations to develop mutually agreeable compensation structures, to establish and define union/management rights and obligations and to establish and define conditions or employment;

Interprets County-Union agreements and educates and counsels all levels of supervisors and managers in the administration of such agreements, to ensure proper and uniform interpretation and administration of collective bargaining agreements;

Conducts third step grievance hearings and decides the final response of the County;

Maintains records and prepares reports on union activities; keeps the County management informed of potential problems;

Assembles and analyzes information on trends in labor relations to best represent county interests in labor relations;

Advises and assists management with respect to publicity on labor relations matters;

Prepares briefs for arbitration and labor litigation cases and may conduct presentations at the hearings to represent County interests;

Maintains contact with state wide labor relations groups and counterparts in local municipalities and other county governments on labor relations issues.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and practices used in modern labor relations (i.e., contract negotiation, mediation, fact-finding, arbitration, contract administration and interpretation); thorough knowledge of labor relations laws and current trends in the labor field; good knowledge of supervisory practices and the rights and obligations of management and unions; ability to maintain effective working relationships with all levels of management and union representation; ability to negotiate effectively; ability to communicate effectively, both orally and in writing; personal and professional integrity; resourcefulness; tact; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) twelve years of experience in labor relations, which must have included substantial experience as the primary negotiator in management-union contracts or (b) graduation from a recognized college or university with a Bachelor's Degree\* and eight years of experience as specified in (a) above or (c) graduation from a recognized college or university with a Master's Degree\* in industrial relations, business administration or public administration and seven years of experience as specified in (a) above or (d) a satisfactory equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co  
J. C.: Non-competitive†  
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Job Class Code: E0201  
Job Group: XVIII