

LABOR RESEARCH ASSOCIATE

GENERAL STATEMENT OF DUTIES: Collects and analyzes collective bargaining contracts from various local jurisdictions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, collects, analyzes and disseminates collective bargaining information for the information of administrators in participating municipalities. Supervision over the work of others is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Collects and analyzes collective bargaining contracts for employees;

Collects and analyzes financial data relating to budgets;

Disseminates information as requested by administrator from participating municipalities;

Coordinates and organizes workshops to assist administrators to understand and recognize the dangers of ambiguities and obscure phraseology in the wording of proposals;

Reviews and determines the management advantages or disadvantages of certain contractual elements and advises as to their suitability or need for modification;

Collects and analyzes both bargaining unit and board proposals;

Assists in the accumulation of information concerning fact-finding proposals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Familiarity with principles, practices and procedures involved in collective bargaining for municipalities; familiarity with the organization and its functions; ability to develop questionnaires and interpret answers; ability to organize and analyze statistics; ability to write clearly and effectively; reliability; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a bachelor's degree and 6 years of business experience, 2 of which involved labor relations work; or (b) graduation from a recognized college or university with a master's degree and 5 years of business experience, 2 of which involved labor relations work; or (c) a satisfactory equivalent combination of the foregoing training and experience.