

Civil Division: Schools
Jurisdictional Class: Competitive
Revised: 08/30/04

LABOR RELATIONS ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This paraprofessional position exists in a school district and involves responsibility for performance of activities auxiliary to the labor relations function including research and statistical analysis to aid Labor Relations Specialists in contract negotiations with employee organizations. The incumbent reports to the Director of Labor Relations or Labor Relations Specialist or other supervisor. Supervision is exercised over the work of clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collects and analyzes data to aid Labor Relation Specialist or other negotiators to represent management's position in mediation, fact-finding and legislative show-cause hearings and in unfair labor practice proceedings before the Public Employee Relations Board;

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

Researches policy and PERB cases to aid in the negotiations process;

Reviews existing contracts, existing rules and practice, past and present grievances and arbitration decisions and prepares briefing memoranda;

Develops and maintains reference files including but not limited to existing contracts, existing rules, regulations and personnel practices, PERB and Curt decisions and information on negotiations, mediation, fact-finding and arbitration;

Provides data to assist the review and analysis of demands presented by the various bargaining units;

Reduces changes agreed upon during the negotiating process to contract language in terms readily understandable to both union and management;

Assists those assigned to the management team in the various aspects of the negotiating process as may be required;

Assists in preparation, planning and conduct of workshops on labor relations for school board members and administrators as schedules;

Develops contractual comparison studies of regional instructional, non-instructional, and administrative contracts, and/or comparison/surveys on other topics/issues as warranted;

Analyzes and drafts contract language and policy in order to aid school district negotiation preparation and board policy development;

Prepares a variety of records and reports related to the program, including consumer price index reports, newsletters and statistical reports;

Researches and prepares statistical and comparative reports necessary for mediation and fact-finding;

Promotes relations and operations of the Labor Relations Department by communicating with participant districts and the public in general, attending Board of Education meetings with Labor Relations Specialist, answering questions, and receiving and answering complaints and requests for information;

Prepares a variety of records and reports related to the work.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of employee benefits and salaries; working knowledge of records and reports related to the programs such as consumer price index reports, newsletters and statistical reports; working knowledge of Board policy and contractual agreement language; ability to perform salary and benefits computation and statistical analysis; ability to read, interpret and analyze contract provisions and draft formal agreement; analytical ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Secretarial Science or a related field **AND** two (2) years of experience providing support services to a labor relations activity and staff which functioned as a direct and active participant in collective bargaining negotiations, mediation, arbitration or adjustment of contract and disputes between unions and employers; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as listed in (A) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.