

## DIRECTOR OF EMPLOYEE RELATIONS

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs professional level work in the administration of a personnel program. The major responsibility of the position is the maintenance of effective labor-management relations. Under the general administrative direction, and in accordance with the appropriate sections of the Civil Service Law and Rules, the incumbent is responsible for representing management in labor relations, including the negotiation, interpretation and administration of collective bargaining agreements. Supervision may be exercised over the work of subordinate employees in the department. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Makes recommendations regarding the development and revision of standard employment rules and regulations governing employees;  
Prepares for and conducts the participation in union-management contact negotiations;  
Interprets Union agreements and counsels all levels of supervision in the administration of such agreements;  
Conducts third step grievance hearings and decides the final response of the County;  
May prepare and conduct courses in labor relations, including contract and labor law application for supervisory personnel;  
Contacts departmental representatives on interpretation of rules, questions of procedure and technical problems;  
Maintains records and prepares reports on trends in labor relations matters;  
Develops and administers motivational/employer retention programs to improve employee relations;  
May prepare briefs for arbitration and labor litigation cases and may conduct presentations in the hearings;  
May conduct salary surveys, researches and analyzes comparative compensation and benefit programs;  
Assumes responsibility for administering the Personnel Department as assigned.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the general principles and practices used in modern labor relations, which would include the subjects of contract negotiation, mediation, fact-finding, arbitration, contract administration and interpretation, labor relations law and current trends in the labor relations field;  
Good knowledge of modern public personnel administration;  
Good knowledge of communication and supervisory practices and the rights and obligations of management and unions;

Good knowledge of County operations and functions;

Good knowledge of the New York State Civil Service Law and Local Rules for the Classified Civil Service;

Ability to establish and maintain effective working relationships with employees, department heads and union representatives;

Ability to present clear and concise oral and written reports;

Ability to train and supervise the work of others;

Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited of New York State registered four year college or university with a Bachelor's Degree and four years experience in the field of industrial or labor relations, law or personnel.

**NOTE:** Educational training beyond a Bachelor's Degree in the field of law, business, public or personnel administration, human resource management, industrial or labor relations, may be substituted for the experience on a year-for-year basis.