

LABOR RELATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional leadership position that works under the supervision of the Department Head and/or designee. The incumbent in this position drives key organizational strategies forward ensuring that all operations, policies, and procedures are guided with the City's contractual obligations. This position assists in representing the City of Albany's interests in contract negotiations and contract compliance. Developing and maintaining positive and productive relationships within the City's represented workforce is a critical component of this position. The incumbent will engage with all levels of City management, including elected City Officials, representatives from other governmental, regulatory, and administrative agencies, labor union representatives, and their legal counsel. Responsibilities include assisting management in labor contract negotiations, contract administration, internal investigations and employment law compliance.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Administers and interprets polices and bargained labor contracts, to all employee levels;
- Conducts regular labor-management meetings and develops employee relations strategies to promote harmonious working relationships;
- Prepares management proposals and counter proposals with negotiating unions;
- Studies and interprets collective bargaining agreements and current labor market conditions to assist in establishing policies and operating procedures;
- Provides assistance to management in contract negotiations, conciliation and arbitration procedures;
- Reviews labor contracts and ensures compliance to contract specifications;
- Reviews and/or prepares grievances , legal documents and forms, for the formal presentation of complaints or petitions of collective bargaining agreements and policies and procedures violations;
- Confer with department head, labor representatives, and workers to resolve grievances;
- Conducts workplace investigations, analyzes labor and employee issues/inquiries, and drafts detailed timely responses and reports;
- Prepares summary and statistical reports of employee grievances and settlements;
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units;
- Coordinates with Human Resources and the EEO Officer, implementing training to ensure compliance and support needs and goals;
- Works closely with Human Resources to design and implement strategies for recruiting and retaining employees;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of public personnel administration;
- Knowledge of investigatory and interviewing processes;
- Knowledge of rules, regulations, policies, and procedures and their application to specific cases after a period of training;
- Knowledge of problems encountered in analyzing public personnel matters and in developing a labor relations program and procedures;
- Knowledge of theory, practices, and procedures of personnel and public administration.
- Knowledge of problems encountered in establishing and maintaining effective labor-management relations, contract negotiations, and collective bargaining.
- Skill in communicating and presenting analysis and information both orally and in writing in a clear and effective manner;
- Skill in responding to EEO complaints and employee and management concerns and issues;
- Ability to establish and maintain effective communication and working relationships with labor organizations, associations, affinity groups, and City employees;
- Ability to work with diverse populations and to apply an equity framework to create inclusive & diverse workplaces;
- Ability to apply, interpret, and read provisions of laws relating to personnel and labor-management relations matters and rules, regulations, policies, and procedures.
- Ability to apply laws to specific cases.
- Ability to apply, interpret, and read financial, personnel, and technical problems involved in developing and executing a labor relations program and procedures.
- Ability to work harmoniously with associates and with other groups and individuals engaged in or concerned with the work relating to public employment.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to establish and maintain records and files.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) and two (2) years of full-time, paid experience in labor relations, investigations, department operations, employee/employer relations, contract negotiations and collective bargaining; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Associates Degree and three (3) years of full-time, paid experience labor relations, investigations, department operations, employee/employer relations, contract

negotiations and collective bargaining, managing projects or initiatives related to the above; OR

(C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time, paid experience labor relations, investigations, department operations, employee/employer relations, contract negotiations and collective bargaining, managing projects or initiatives related to the above; OR

(D) Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C), above.

NOTE:

Graduation from a regionally accredited or New York State registered law school with a Juris Doctor (J.D.) Degree may be substituted for one year of qualifying experience.

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