

COORDINATOR OF EMPLOYEE RELATIONS AND BENEFITS

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Personnel Director-Hospital, the incumbent is responsible for labor relations and employee problems as they relate to working conditions and employee benefits at Westchester County Medical Center oversees the labor-management aspects of the hospital employees. Serves as a consultant on matters relating to health, pension and other benefits as provided by the Medical Center and the County. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Relates to employees with respect to working conditions and conditions of employment;

Related to Unions in same manner;

Consults with Supervisors and/or Division Heads on grievances, either prior to, or during first step determination regarding contractual relationship to grievance;

Represents the Commissioner or Personnel Director-Hospital in second step grievance procedures as assigned;

Consults with the Personnel Director-Hospital on second step grievance determinations;

Participates in third step arbitration procedures;

Participates in contract negotiations with the C.S.E.A. and New York State Nurses Association;

Makes recommendations to and meets with supervisory personnel on matters affecting supervisor-employee rapport;

Selects and prepares various guidelines and materials relating to the benefits program to be used by members of the Personnel Division for the orientation of new and present employees;

Consults with and makes recommendations to the Personnel Director-Hospital with respect to the updating and revising of hospital policies relating to labor and management relations;

Confers with appropriate staff members of the County Personnel Office on matters relating to their respective spheres of responsibility;

Stays abreast of State and Federal laws as they relate to Labor matters.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of labor contracts and Labor Laws (Federal and State) - their intent and purpose; good knowledge and understanding of the principles of labor-management philosophy; basic knowledge of the Civil Service Laws, knowledge of the Hospital and County policies and procedures; ability to relate well to personnel at all levels; initiative in establishing lines of communication between employees and supervisory personnel; good disposition; controlled temperament; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Bachelor's Degree* and five years of experience in the administration of labor-management relations and benefits programs or (b) a Master's Degree* and four years of experience in the administration of labor-management relations and benefits programs; or (c) nine years of experience in the administration of labor-management relations and benefits programs or (d) a satisfactory equivalent combination of training and experience.

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

West. Co. Job Class Code: E0164

J. C.: Competitive Job Group: XI

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