

## DIRECTOR OF LABOR RELATIONS-WCHCC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the formulation, interpretation and administration of labor relations policies at Westchester Medical Center. The incumbent is responsible for representing management in labor relations including contract negotiations, interpretation and administration of collective bargaining agreements, and the maintenance of positive and effective labor-management relations. It should be noted that with regards to these duties, the incumbent acts under direction and on behalf of the President/CEO. Other duties include interviewing and evaluating disciplinary problems, preparing charges, settling grievances and acting as a Second Stage Hearing Officer. The incumbent is responsible for ensuring compliance with Sections 71, 72 and 75 of the New York State Civil Service Law, County Personnel rules and procedures, labor laws including the Taylor Law, Fair Labor Standards Act, and Americans with Disabilities Act, several contractual agreements, Affirmative Action and Equal Employment Opportunity compliance, appropriate personnel and management practices and applicable health regulations governing the staffing of hospitals. The incumbent is also responsible for administering the Worker's Compensation program and the Family and Medical Leave Act. These duties require establishing and maintaining close and effective working relationships with executive level and middle management positions. Supervision is exercised over a small number of support staff, and consultation is provided to all Medical Center administrative and supervisory personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Formulates the Medical Center's labor relations policy and directs its implementation, under general direction from the President/CEO;

Prepares for and conducts the Medical Center's participation in union-management contract negotiations to develop mutually agreeable compensation structures, to establish and define union/management rights and obligations and to establish and define conditions of employment;

Interprets Medical Center/Union agreements and educates and counsels all levels of supervisors and managers in the administration of such agreements, to ensure proper and uniform interpretation and administration of collective bargaining agreements;

Maintains records and prepares reports on union activities; keeps management informed of potential problems;

Reviews, investigates and evaluates employee disciplinary problems to determine a course of action to be taken, i.e., warnings or formal disciplinary charges;

Prepares disciplinary charges to be prosecuted by the General Counsel's Office;

Prepares witnesses and evidence to be used in disciplinary hearings, and manages disciplinary cases through all steps of Civil Service Section 75 procedures;

EXAMPLES OF WORK: (Illustrative Only)

Acts as a representative of the Medical Center in the settlement of informal and formal labor grievances;

Interprets and implements procedures for compliance with Sections 71 and 72 of the New York State Civil Service Law, the Taylor Law, Worker's Compensation, Fair Labor Standards Act, and Americans with Disabilities Act;

Acts as a Second Stage Hearing Officer in labor grievances to ensure compliance with negotiated labor contracts;

Trains, advises and counsels supervisory and management staff on effective labor relations, affirmative action and personnel practices to ensure compliance with laws, regulations and policies;

Administers the Worker's Compensation Program of the Medical Center to ensure the effective and appropriate payment of claims of reported injuries, contacting employees and claim managers regarding claims as needed;

May assist the Personnel Director in implementing personnel management policies and procedures including: classification of positions, specification writing, recruitment and selection, and general civil service administration;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and procedures of labor relations, personnel management and public administration; thorough knowledge of the disciplinary provisions of the New York State Civil Service Law; knowledge of labor laws including: the Taylor Law, Fair Labor Standards Act, Worker's Compensation Law, and Americans with Disabilities Act; familiarity with the organizational and operational structure and functions of a large hospital; ability to establish and maintain effective working relationships with executive managers and medical, administrative and supervisory staff; interviewing skills; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; tact; discretion; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree\* and seven years of experience where the primary function of the position was in labor relations, three years of which must have included the processing of disciplinary and grievance actions and one of which must have included experience in negotiating management-union contracts.

SUBSTITUTION: A Bachelor's Degree\* in Industrial or Labor Relations, Human Resources or Business Administration can be substituted for one year of the general labor relations experience and a Master's Degree\* in any of these areas can be substituted for two years. There is no substitution for the three years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0839  
Job Group: XVI