

MANAGEMENT ASSISTANT (LABOR RELATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in the administration of labor relations policies at the Westchester County Health Care Corporation. This includes interviewing and evaluating disciplinary problems, preparing charges, settling disciplinary cases prior to hearing or coordinating the disciplinary case through all steps of the hearing process. The incumbent is responsible for providing guidance to departments to ensure compliance with Civil Service Law, personnel rules and procedures, labor laws, contractual agreements, affirmative action, Equal Employment Opportunity compliance, and applicable health regulations governing the staffing of hospitals. These duties require establishing and maintaining close and effective working relationships with executive level and middle management positions. This level is distinguished from the Program Specialist (Labor Relations) in that a good deal of initiative is exercised in carrying out these duties within the limits of approved policy and procedures. Consultation is provided to all Westchester County Health Care Corporation administrative and supervisory personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Prepares disciplinary charges;

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

Interprets and administers all labor agreements and assists in compiling information for grievance procedures;

Interprets and implements procedures for compliance with New York State Civil Service Law, the Taylor Law, Fair Labor Standards and American Disability Acts;

Trains, advises and counsels supervisory and management staff on effective labor relations, affirmative action, and personnel practices to ensure compliance to laws, regulations and policies, and to effectively motivate the workforce.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and procedures of labor relations and public personnel administration; thorough knowledge of the disciplinary provisions of the New York State Civil Service Law; familiarity with labor laws including the Taylor Law, Fair Labor Standards Act, 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, medical administrative and supervisory staff; interviewing skills; ability to communicate effectively both orally and in writing; sound professional judgment; tact; discretion; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Industrial or Labor Relations, Human Resources, or Business Administration and three years of personnel and/or of labor relations experience, two years of which must have included the processing of disciplinary and grievance actions; or (b) Bachelor's Degree* and four years personnel and/or labor relations experience, two years of which must have included the processing of disciplinary and grievance actions.

SUBSTITUTION: A Master's Degree* in one of the above mentioned fields may be substituted for one year of general 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.