

## PROGRAM SPECIALIST (LABOR RELATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists with the implementation, interpretation, administration and coordination of personnel policies and procedures as they relate to labor relations. Responsibilities include ensuring compliance with Civil Service Law, labor laws, contractual agreements and affirmative action goals. Supervision is not a requirement of this class, but consultation is provided to all administrative and supervision personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

Prepares disciplinary charges to be prosecuted by the Law Department;

Prepares witnesses and evidence to be used in disciplinary hearings and manages disciplinary cases through all steps as assigned;

Advises supervisory and management staff on effective labor relations, affirmative action and personnel practices to insure compliance to laws, regulations and policies;

Compiles affirmative action data into reports required by regulatory agencies;

Maintains records and reports of disciplinary proceedings;

Prepares for and conducts labor relations seminars for supervisory personnel;

Assembles and analyzes information for labor negotiations and contract information;

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

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 needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and techniques of personnel management and labor relations; familiarity with the Civil Service Law; ability to establish and maintain working relationships with executive managers, administrative and supervisory staff; ability to deal effectively in adversarial relationships; 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 in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound judgment; tact; discretion; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and two years of experience where the primary function of the position was labor relations or personnel administration

SUBSTITUTION: A Master's degree\* in Labor Relations may be substituted for the two years of required experience. A Master's degree\* in Public, Business, or Personnel Administration may be substituted for one year of the required 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.