

Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 07/01/2025

HUMAN RESOURCES AND LABOR RELATIONS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for will assist with labor relations and human resources matters, gathering, collecting, and maintaining documents and records required for contract and policy development, investigations, and negotiations. The work is performed under the general direction of higher-level administration. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interprets and administers negotiated collective bargaining agreements;
Handles routine labor relations and human resource inquiries related to policies, procedures, and bargaining agreements; refers complex matters to appropriate management staff;
Serves as the initial contact and liaison for intake and assessment of employee complaints;
Conducts initial interviews and gathers information for employee relations matters such as harassment allegations, work complaints, or other concerns; informs appropriate Personnel Department staff when additional investigation is required;
Assists with recordkeeping related to hiring, termination, leave, transfer, and promotion;
Collects information and data to assess cost and policy implications of negotiations and disputes. This may include management and union proposals, pay scales and wages, benefits, working conditions, and other mitigating circumstances;
Conducts surveys, interviews, and other research related to human resource policies, compensation, and other labor negotiations; collects information and reports results to administration;
Maintains knowledge and understanding of laws and regulations related to Equal Employment Opportunity (EEO), collective bargaining, unions, labor relations, and human resources;
Assists with preparation of plans, policies, documents, and reports including EEO-1, organizational charts, labor agreements, and employee handbooks;
Assists with preparation of documents and records required for contract negotiations, meetings, and negotiations with employee and labor organizations;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and techniques of collective bargaining, grievance procedures, mediation and conciliation; good knowledge of the applicable State and Federal laws affecting public employees, labor relations; ability to interview, counsel and negotiate with parties involved in contract negotiations and disputes; ability to research data and formulate proposals; ability to communicate effectively both orally and in writing.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in human resources, labor relations, public administration, business management, psychology, behavioral science, or a closely related field **AND** one (1) year of experience in human resources administration or employee relations; **OR**
- (B) Possession of Associate's Degree in human resources, labor relations, public administration, business management, psychology, behavioral science, or a closely related field **AND** three (3) years of experience in human resources administration or employee relations; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in human resources administration or employee relations.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 03/13/2024
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