

**CLASS TITLE: ASSISTANT ADMINISTRATOR ARBITRATIONS**

**Class Code: 02739600**  
**Pay Grade: 37A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Administrator Labor Contract Negotiations and Arbitration in the planning, organization, implementation and administration of labor relations arbitrations statewide; to assist in labor relations contract maintenance, contract administration and contract negotiations; and to related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Labor Relations Administrator and the Administrator Labor Contract Negotiations and Arbitration with considerable latitude for the exercise of independent initiative and judgement; work is subject to review through conferences and written reports for satisfactory performance and conformance to prescribed policies and procedures.

**SUPERVISION EXERCISED:** To assist in planning, coordinating and reviewing the work of a professional and clerical staff in the Office of Labor Relations.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Administrator Labor Contract Negotiations and Arbitration in the planning, organization, implementation and administration of labor relations arbitrations statewide.

To assist in labor relations contract maintenance, contract administration and contract negotiations.

To be responsible for overseeing the work of a professional staff in the field of labor arbitrations and to insure timeliness and competency in the deposition of grievances and arbitrations.

To represent the state in legal matters arising from labor relations problems such as preparation and appearances before legal tribunals and arbitration forums; to assist in developing and disseminating written and oral interpretations of labor contracts for distribution to state agencies in order to insure a uniform and common understanding and interpretation.

To be responsible for the coordination and regulation of all arbitration cases for each department and agency of state government.

To assist in the direction and administration of training programs.

To assist in the review of all existing and proposed legislation affecting labor relations for state employees.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of labor relations, and the ability to apply said techniques in a statewide labor relations program; a thorough knowledge of the laws affecting labor relations in state government; a thorough knowledge of the rules, regulations and techniques affecting labor contract negotiations, and the ability to apply them; a thorough knowledge of the practice of law including the rules affecting civil and criminal procedure; the ability to assist in planning, development, and coordinating the work of a staff engaged in labor relations; the ability to establish and maintain effective working relationships with labor organizations and their representative; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited law school; and

Experience: Such as may have been gained through: extensive employment or practice involving labor relations, arbitration and contract negotiations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created: August 28, 1988

Editorial Review: March 15, 2003