ASSISTANT LABOR RELATIONS HEARING OFFICER

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist and conduct grievance hearings in the Division of Labor Relations; to write decisions on such hearings; to perform other labor relations functions as assigned.

SUPERVISION RECEIVED: Works under the direction of a superior with latitude for the exercise of independent judgement; work is subject to review through discussion and written reports.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To hear grievances arising under the various collective bargaining agreements and render written decisions thereon.
To ensure hearings are conducted in a fair and orderly manner.
To assist in counseling management personnel in the departments and agencies on labor relations matters.
To assist in the implementation of labor relation’s activities as assigned.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures of labor relations grievance hearings and the ability to make decisions based upon the facts presented at such hearings; a thorough knowledge of the principles, practices and techniques of labor relations and the ability to apply this knowledge in a coordinated 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 administration and negotiations; the ability to establish and maintain effective working relationships with management and labor organization personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and Experience: Such as may have been gained through: considerable employment in the area of labor relations.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000
Editorial Review: March 15, 2003