

**CLASS TITLE: DEPUTY LABOR RELATIONS  
ADMINISTRATOR**

**Class Code: 02733500  
Pay Grade: 40A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible duties in rendering assistance to the Labor Relations Administrator in the planning, implementation, organization and administration of labor relations activities including contract negotiations, contract administration, and grievance review and disposition involving the conduct of hearings presenting the more complex or sensitive issues; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of the Labor Relations Administrator with considerable latitude for the exercise of independent judgement and initiative; work is subject to review upon completion to insure conformance to prescribed policies and procedures and accepted principles and practices.

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

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform responsible duties in rendering assistance to the Labor Relations Administrator in the planning, implementation, organization and administration of labor relations activities including contract negotiations, contract administration, and grievance review and disposition involving the conduct of hearings presenting the more complex and sensitive issues.

To represent the state in contract negotiations by bargaining with the various employee representative organizations with authority to present contract offers and acceptances.

To conduct hearings involving the disposition of those grievances that present issues of the most complex and sensitive nature.

To review the work and reports of Hearing Officers to insure compliance with established practices and procedures and conformance to acceptable principles and practices.

To assist in the preparation of written and oral interpretations of labor contracts for distribution to state agencies and unions to insure a uniform and common understanding and interpretation.

To assist in the preparation and presentation of labor relations training programs.

To assist in the written preparation of proposed contract language for negotiation purposes.

To act as a Mediator when state agencies negotiate mini-contract proposals with union locals.

To assist state agencies when questions arise concerning labor relations matters.

To oversee the administration of the New Fast Track Arbitration, include selecting an Arbitrator from a panel of six Arbitrators.

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 coordinated statewide labor relations program; a thorough knowledge of the laws affecting labor relations especially as they pertain to the public sector; a thorough knowledge of the accepted principles and techniques affecting modern efficient labor relations and contract negotiations and the ability to apply said principles and techniques; the ability to assist in planning, coordinating and reviewing the work of a clerical staff; a thorough

knowledge of the principles and practices of grievance hearings and the ability to apply them in conducting hearings and reviewing the decisions of subordinates; 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 direction of a personnel management and labor relations program which involved making interpretations of laws, rules, labor contracts and coordination of a professional staff performing complex personnel and labor relations activities.

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

Class Created: December 19, 1999

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