

**CLASS TITLE: LABOR BOARD CASE AGENT**

**Class Code: 02463300**

**Pay Grade: 28A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To serve as Case Agent to the Rhode Island State Labor Relations Board; to make investigations and conduct elections; to conduct informal hearings in the absence of the Administrator; to obtain compliance with the terms and provisions of the law; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of the Labor Board and its Chairperson performing work of a difficult and responsible nature with latitude for the exercise of independent judgement within the guidelines and basic policies of the State Labor Relations Act; work is subject to review for conformity with basic policies and provisions of the State Labor Relations Act and General Rules and Regulations of the Board.

**SUPERVISION EXERCISED:** Plans, direct and review the work of staff engaged in investigations and clerical activities.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve as Case Agent to the Board.

To supervise staff engaged in investigations and clerical activities.

To obtain compliance with the Labor Relations Act and General Rules and Regulations of the Board.

To enforce the provisions of the Act relative to employee rights.

To verify authenticity of signatures on cards of interest submitted with election petitions.

To conduct elections ordered by the Board or consented to by the parties to determine proper collective bargaining agents.

To conduct unit clarification investigations to determine proper bargaining units.

To conduct informal conferences relative to unfair labor practice charges, unit clarification investigations and election petitions in the absence of the Administrator.

To serve subpoenas and other process and papers of the board.

To administer oaths and affirmations.

To schedule informal conferences and formal hearings to calendar.

To attend informal conferences conducted by Administrator.

To attend formal hearings conducted by the Board.

To assist in preparation of the annual budget for the Board.

To prepare and disseminate material of interest to employees, employers and to the general public when requested by the Chairperson or Board.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the provisions of the State Labor Relations and General Rules and Regulations especially as they related to unfair practices, unit clarifications and the conduct of elections to determine exclusive representation of employees; the ability to secure reliable information from conflicting sources, to examine such data and make recommendations to the Board; the ability to prepare clear, objective reports; the ability to conduct elections to determine collective bargaining agent; the ability to make important decisions in the field; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school supplemented by completion of courses in labor relations; and

Experience: Such as may have been gained through: employment as a representative of a state government agency which required the making of fact finding investigations and recommendations on labor relations disputes, and employment in a state agency which required the enforcement of laws on labor relations.

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

Class Created: December 13, 1992

Editorial Review: 3/15/03