

CLASS TITLE: LABOR RELATIONS ADMINISTRATOR

Class Code: 02733900
Pay Grade: 46A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting the Director of Administration by planning, developing and implementing a statewide program of labor relations including contract negotiations contract administration, grievance processing, including the conduct of grievance hearings at the final step in the grievance process, scheduling arbitration hearings and providing legal representation to all departments of state government in such forums as arbitration, Personnel Appeal Board, Labor Relations Board, State and Federal Court.

SUPERVISION RECEIVED: Works under the administrative direction of the Director and/or Executive Director/Operations Officer, as appropriate, with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through consultations and written reports for satisfactory performance and conformance to laws, policies, rules and regulations.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible duties in rendering assistance to the Director of Administration in the planning, implementation, organization and administration of labor relations activities including contract negotiations, contract administration and grievance review and disposition.

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

In conjunction with the Personnel Administrator, to develop and maintain uniform personnel policies and procedures, which can be administered in compliance with all state laws and in accordance with the existing labor agreements covering state employees.

To recommend to the Director of Administration, rules necessary, appropriate or desirable to carry out the provisions of laws relating to the operation of the merit system of personnel for state service and, as required, to recommend amendments to such rules in order to assure uniformity of applicability for union and non-union employees.

To assure the development and maintenance of position classification and pay plans for the classified service and the unclassified service which are internally equitable, externally competitive and consistent with sound labor relation's administration.

To assure the development and maintenance of affirmative action plans for all state agencies which are results-oriented and compatible to labor agreements covering state employees.

To conduct hearings involving the disposition of those labor relation 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.

To be responsible for reviewing all appeals forwarded by the Personnel Administrator on matters pertaining to the administration of the classified service personnel program.

To review the work of the legal staff assigned to the Office of Labor Relations.

To provide comprehensive legal representation to the various department of state government in such forums as Arbitration, State and Federal Court, Personnel Appeal board, State Labor Relations Board and Unemployment Compensation Review Board.

To prepare 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 prepare written proposals for contract language for negotiation purposes.

To be responsible for the definition and completion of special projects and assignments of a complex and sensitive nature that encompasses any discipline within the purview of human resources.

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 management, and the ability to apply said techniques in a centralized 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 of affirmative action plan implementation, 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 professional, clerical and technical staff.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Juris Doctorate Degree or a Master's Degree in Labor Relations, Human Resources, or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a responsible administrative capacity involving the maintenance of a comprehensive program of personnel administration, labor relations, and equal employment opportunity.

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 Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created: December 19, 1999

Editorial Review: March 15, 2003