

**CLASS TITLE: LABOR RELATIONS HEARING OFFICER**

**Class Code: 02737800**  
**Pay Grade: 35A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize and conduct grievance hearings in the Division of Labor Relations; to write decisions on such hearings; to perform other labor relations functions; and to do related work as required.

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

**SUPERVISION EXERCISED:** Supervises and reviews the work of clerical personnel.

**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 counsel management personnel in the departments and agencies on labor relations matters.

To assist in the planning, organization and implementation of all labor relations activities.

To participate in the negotiation of collective bargaining agreements.

To assist in the preparation of cases to be submitted to arbitration.

To draft contract language proposals.

To do related work as required.

**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: June 15, 1980

Editorial Review: March 15, 2003