

CLASS TITLE:

SENIOR MEDIATOR

Class Code: 02701300
Pay Grade: 31A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform the more difficult investigation and mediation work for the purpose of promoting the voluntary mediation and conciliation of labor-management controversies and disputes; to provide information to labor and management officials and the public seeking advice and guidance in connection with the provision of federal and state laws relating to arbitration, conciliation and mediation; in accordance with state law for teachers compulsory mediation and under the direction of the Director of the Department of Labor, to have authority to compel the attendance, participation and to have the authority to require Rhode Island State Police to enforce appropriate rules; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general and specific instructions as to procedures and methods to be used are received; work is reviewed upon completion for conformance to laws, regulations, instructions, methods used and results obtained.

SUPERVISION EXERCISED: Reviews the work of subordinate mediator positions assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform the more difficult investigation and conciliation work for the purposes of promoting the voluntary settlement of labor-management controversies and disputes and avoidance of resort to strikes, lockouts, boycotts, blacklists, discriminations and legal proceedings in or arising out of such controversies, disputes and avoidance of strikes, lockouts, boycotts, blacklists, discriminations and legal proceedings in or arising out of such controversies, disputes and matters of employment.

To investigate such controversies and disputes to determine the cause or causes for disagreement by interviewing labor union representatives, employees, employers, or management officials and others concerned with obtaining complete information necessary for making recommendations for action by a superior.

To promote voluntary discussions between the parties to bring about settlement of differences by arranging joint or separate conferences, ascertaining facts of dispute, establishing points of mutual agreement, effectuating agreement on issue or issues remaining in dispute making suggestions and proposing to the parties concerned various possible solutions for settlement.

To prepare factual reports concerning the developments and conclusions of such situations with recommendations for further action if a settlement is not reached.

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To provide information to labor and management officials and the public seeking advice and guidance in connection with the provisions of federal and state laws relating to arbitration, conciliation and mediation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles of labor relations and labor laws; a working knowledge of the federal and state laws relating to arbitration, conciliation and mediation; the ability to perform investigations and conciliation work for the purpose of promoting the voluntary mediation and conciliation of labor-management controversies and disputes; the

ability to prepare factual reports and make recommendations concerning labor management controversies and disputes; the ability to advise and guide labor and management officials and others in the provisions of federal and states laws relating to arbitration, conciliation and mediation; 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 a responsible position in a federal or state agency involving investigation of labor controversies and disputes and negotiating their voluntary settlement; or, employment as a representative of management or labor involving the negotiation of labor disputes and contracts.

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

Class Created: March 12 1989

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