Title: Coordinator, Labor Relations & Policy Development

Essential Function

Under general supervision from a designated administrator, coordinate, manage and assist in development and evaluation of labor relations programs and policies. Participate in the daily activities of Labor Relations & Policy Development.

Characteristic Duties

- Manage unemployment claims and billing process; act as liaison, research and provide documentation to third party administrator.
- Manage employee assistance program referrals.
- Serve as member on the labor management committees as well as on various other committees as needed.
- Create and analyze complex demographic reports to assess compliance with bargaining unit contracts and recommend resolutions.
- Manage employee assistance referrals.
- Interpret University policies and procedures, as well as bargaining unit contracts (AAUP, 1199/SEIU, AFSCME, FOP, IUOE & ONA).
- Assist with problem resolution relating to labor relation practices & procedures.
- Research and develop training presentations in conjunction with the Employee Development and Organization Effectiveness.
- Provide assistance and information to the general public, University community and government agencies in response to requests, complaints, etc., and follow-up in accordance with appropriate policies and/or contracts.
- Review and update Policy Develop & analysis and Employee Relations website (including contracts, personnel policies, pay scales, etc.).
- Develop and implement database to ensure contract compliance; create reports as requested.
- Research and analyze information and assist in the development and implementation of new policies and procedures.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree and experience must be in a related field.

Last updated: February 2011

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