Title: Employee & Labor Relations Specialist

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, provide professional support in the administration of employee and labor relations. Assist in the administration of collective bargaining agreements and policies.

Characteristic Duties

• Participate in discipline; handle emergency disciplinary problems; educate and advise departments on disciplinary matters, job abolishment’s and reorganizations.

• Participate in grievance procedures; advise employees and supervisors on grievance procedures.

• Identify existing and potential employee & labor related issues and recommend solutions; research, interpret and advise departments on state and federal laws and regulations.

• Provide information, counseling, instruction, etc., on employee & labor relation issues.

• Assign work; ensure proper workflow of the unit; act as lead worker.

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; - OR- seven (7) years experience. Degree and experience must be in a related field.

New: July 2013