Title: Labor Relations Specialist

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.

Characteristic Duties

- Participate in discipline; handle emergency disciplinary problems; educate and advise departments on disciplinary matters, job abolishments and reorganizations.
- Participate in grievance procedures; advise employees on grievance procedures.
- Identify existing and potential labor related problems and recommend solutions; research, interpret and advise departments on state and federal laws and regulations.
- Provide information, counseling, instruction, etc., on employee relation matters.
- 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.