

TOWN OF CHEEKTOWAGA
Coordinator of Employee Relations

SALARY NEGOTIABLE

DISTINGUISHING FEATURES OF THE CLASS

The work involves coordinating the employee relations and personnel functions of a large urban municipality. The incumbent acts as labor negotiator for the municipality in collective bargaining with employee unions. The incumbent also coordinates the personnel functions of the municipality and ensures adherence to Civil Service regulations. Under the general direction of the municipality's elected executive or another higher administrative official. The incumbent supervises a clerical staff. Does related duties as required.

TYPICAL WORK ACTIVITIES

Serves as spokesman for municipality in collective bargaining with municipal employees;
Maintains complete files on all matters pertaining to collective negotiations, contracts, appeals, comparative salary and fringe benefits data, and other matters pertaining to employer-employee relations;
Investigates, evaluates and recommends grievance settlements to appropriate department heads;
Meets regularly with department heads and supervisors to review application of collective bargaining agreements and its terms;
Represents the municipal board and the Supervisor at all meetings with employee groups and employee representatives and prepares summary reports of such meetings;
Prepares wage studies, job descriptions or statistical surveys;
Supervises the personnel and employee relations operations including interviewing, processing personnel transactions, maintenance of records and preparation of reports;
Acts as liaison and works cooperatively with the County Personnel Office in applying personnel and Civil Service rules and other general programs;
Recruits, interviews, and recommends employment of Civil Service personnel;
Coordinates grievance procedures and in-service programs for employees;
Confers with the department heads on progress of program, complex problems, recommendations on revision and development of program and personnel reports;
Provides statistical analysis of data on all employees;
Keeps abreast of the latest developments in personnel field.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the general principles, practices, and procedures used in collective bargaining negotiations; good knowledge of the principles and practices used in public personnel administration; ability to maintain harmonious and effective working

relationships with the employer and employee working groups; ability to negotiate collective bargaining agreements successfully; ability to maintain effective and efficient personnel and employee relations records, procedures and policies required by law; ability to interpret, analyze and recommend solutions in grievance disputes; ability to perform basic research and to prepare detailed reports; ability to meet and deal with people effectively; ability to present clear and concise oral and written reports of findings and recommendations; tact and courtesy; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

- a. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Labor or Industrial Relations, Public Administration or Personnel Administration and two years of experience in labor relations including collective bargaining negotiations and grievance settlement; OR
- b. Completion of sixty semester credit hours at a regionally accredited or New York State registered college or university in Labor or Industrial Relations, Public Administration or Personnel Administration and four years of experience in Labor Relations including collective bargaining negotiations and grievance settlement; OR
- c. An equivalent combination of training and experience as defined by limits of (a) and (b).

NOTE: Law degree will be accepted in lieu of concentration in Labor or Industrial Relations, Personnel or Public Administration at the Bachelor level.