EMPLOYMENT RELATIONS PROGRAM COORDINATOR

I. DEFINITION

EMPLOYMENT RELATIONS PROGRAM COORDINATOR

This title definition is reserved for the program coordinator or supervisor over a large employment relations program (1) at University of Wisconsin doctoral campuses; or (2) as the primary professional employment relations assistant to the Employment Relations Manager-UW System, with system-wide responsibility. Positions perform professional employment relations work and responsibilities may include supervising other professional employment relations staff; providing interpretations of federal and state statutes, rules, policies, and procedures; providing training to managers and supervisors; providing interpretations of collective bargaining agreements; conducting investigations and hearing third-step grievances; representing management in arbitration and other forums; representing UW System in labor management meetings and local negotiations; assisting supervisors in handling of disciplinary matters; representing campus or UW System as a member of master bargaining teams in contract negotiations; and performing other related work.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.