EMPLOYMENT RELATIONS SPECIALIST

I. DEFINITION

EMPLOYMENT RELATIONS SPECIALIST

This is entry-level through full-performance professional work requiring knowledge and application of the fundamental concepts, practices and procedures of employment and labor relations. Positions may function as (1) a member of the employment relations staff in an institution with more than 1,500 permanent FTEs, OR (2) the coordinator of the employment relations program for an institution with less than 1,500 FTEs as the single Employment Relations Specialist. Work includes: providing interpretations of collective bargaining agreements; conducting investigations and hearing third-step grievances; representing management in arbitration and other forums; representing management in labor management meetings and local negotiations; assisting supervisors in handling disciplinary matters; and performing other related work. Duties and tasks are frequently non-routine. Positions resolve most questions and problems and refer only the most complex issues to a higher level.

II. QUALIFICATIONS

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

III. RELATED POSITION TITLES

Employment Relations Program Coordinator