

## **Notice of Job Opening**

**Position:** Labor Relations Manager

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:** General Services

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$63,000- \$94,500 Annually  
Commensurate with qualifications and experience

**Schedule:** 37.5 hour week

**Application Deadline:** **Until Filled**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Thursday, December 1, 2022.**

## **LABOR RELATIONS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional leadership position in the department and works under the supervision of the Commissioner and in collaboration with senior leadership, the incumbent in this position drives key organizational strategies forward ensuring that all operations, policies, and procedures are guided with the City's contractual obligations. The incumbent in this position is responsible for assisting management in labor contract negotiations, contract administration, internal investigations and reporting. The incumbent is responsible for organizing efforts to support the development and implementation of programs and services that foster and maximize health labor management relationships.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Prepares management proposals and counter proposals with negotiating unions.
- Studies and interprets collective bargaining agreements and current labor market conditions to assist in establishing policies and operating procedures.
- Provides assistance to management in contract negotiations and conciliation and arbitration procedures.
- Reviews labor contracts to ensure that management/labor adheres to contract specifications.
- Reviews, prepares grievances, legal documents and forms, for the formal presentation of complaints or petitions of collective bargaining agreements and policies and procedures violations
- Confer with department head, labor representatives, and workers to resolve grievances.
- Prepares summary and statistical reports of employee grievances and settlements.
- Participates in informational programs to effect cooperation and coordination in union-management relations.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Provides or arranges training on issues such as anti-discrimination, sexual harassment, diversity, affirmative action and other areas;
- Works closely with Human Resources to design and implement strategies for recruiting and retaining employees and leaders of color to City positions;
- Works with the Human Resources and the EEO officer to develop the curriculum to train supervisors, managers, or employees on issues such as equity, diversity and inclusion, sexual affirmative action, anti-discrimination and other related areas;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Knowledge of public personnel administration.
- Knowledge of investigatory and interviewing processes

- Knowledge of rules, regulations, policies, and procedures and their application to specific cases after a period of training.
- Knowledge of problems encountered in analyzing public personnel matters and in developing a labor relations program and procedures.
- Knowledge of theory, practices, and procedures of personnel and public administration.
- Knowledge of problems encountered in establishing and maintaining effective labor-management relations, contract negotiations, and collective bargaining.
- Ability to apply, interpret, and read provisions of laws relating to personnel and labor-management relations matters and rules, regulations, policies, and procedures.
- Ability to apply laws to specific cases.
- Ability to apply, interpret, and read financial, personnel, and technical problems involved in developing and executing a labor relations program and procedures.
- Ability to work harmoniously with associates and with other groups and individuals engaged in or concerned with the work relating to public employment.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to establish and maintain records and files.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of full-time, paid experience in labor relations, investigations, department operations, employee/employer relations, contract negotiations and collective bargaining; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Associates Degree and three (3) years of full-time, paid experience labor relations, investigations, department operations, employee/employer relations, contract negotiations and collective bargaining, managing projects or initiatives related to the above; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C), above.

**NOTE:**

Graduation from a regionally accredited or New York State registered law school with a Juris Doctor (J.D.) Degree may be substituted for one year of qualifying experience.