

EMPLOYEE/LABOR RELATIONS ADMINISTRATOR – CHAUTAUQUA COUNTY GOVERNMENT

DEPARTMENT OF HUMAN RESOURCES

Application Review to begin on August 8, 2023

Chautauqua County Department of Human Resources is looking to fill a Full-Time (35 hours/week) Employee/Labor Relations Administrator position within the Mayville, NY campus. An Employee/Labor Relations Administrator is an important confidential administrative position involving responsibility for active participation in negotiating and administering all aspects of labor agreements, as well as all aspects of Employee Relations throughout Chautauqua County. The incumbent is responsible for maintaining the personnel program for the agencies. Work is performed under general supervision with considerable leeway allowed for CBA administration and managing Employee Relations. Supervision may be exercised over the work of subordinate personnel. Does related work as required. Salary commensurate with experience.

Typical Work Activities May Include:

- Active participant in confidential collective bargaining negotiations;
- First point of contact with union representatives to discuss issues/grievances and settle disputes;
- Supervises the development and implementation of contract agreements;
- Assists with wage and salary, fringe benefits and related background details for contract negotiations;
- Interprets personnel policies and procedures;
- Represents agency in all grievance procedures;
- Provides training on, and assists to administer CBAs with Department Heads to ensure compliance;
- Collaborates with leadership on matters of policy and terms of memoranda of understanding before and throughout the negotiation process;
- Advises and trains managers and supervisors in best practices and strategies for managing supervisor problems and employee grievances. Develops further training as needed and coordinates with Training & Development Coordinator for implementation;
- Coordinates the maintenance of personnel records for all employees as stipulated within the contract agreement;
- Assists Employees on policies/procedures related to their work, family, or personal issues;
- Researches and explains laws, CBA language, and legal affairs concerning employment to managers, supervisors, and employees.
- May represent the department at civil service and PERB hearings;
- Supervises staff in the transaction of routine personnel changes and other duties as delegated/assigned;
- Responds to, or delegates response to Unemployment Insurance Claims and may represent the county at UI Hearings;
- Manages Unemployment Insurance Claims process from start to finish, delegates as appropriate;
- Working jointly with the County Compliance Officer, manages requests for Workplace Accommodations; following and maintaining an established process/procedure;
- Represents the Director of Human Resources at meetings pertaining to Employee and/or Labor Relations, as assigned;
- Manages Civil Service Law (CSL) Sections 71, 72, 73 & 75 processes related to Leaves of Absence (LOA), ensuring that NYS CSL is followed and documented;
- Actively coordinates with HR Divisions, including but not limited to: Benefits/Insurance, Civil Service, Municipal, and Training & Development, as necessary.

This position is being filled by approved applications received.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Flex Spending Account
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- Wellness Program
- 13 Paid Holidays
- Vacation & Sick Time
- Personal Days
- NYS Deferred Compensation
- Life Insurance

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree or higher in Human Resources, Business Administration, Business Studies, Labor Relations, or other related field and six (6) years of full-time paid business or governmental Human Resources experience, at least three (3) of which should include "at the table" experience negotiating collective bargaining agreements and employee supervision; OR
- B. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Human Resources, Business Administration, Business Studies, Labor Relations, or other related field and eight (8) years of full-time paid business or governmental Human Resources experience, at least five (5) of which should include "at the table" experience negotiating collective bargaining agreements and employee supervision; OR
- C. Successful completion of at least 60 semester credit hours of study at a regionally accredited or New York State registered college or university towards a degree in Human Resources, Business Administration, Business Studies, Labor Relations, or other related field and eight (8) years of full-time paid business or governmental Human Resources experience, at least five (5) of which should include "at the table" experience negotiating collective bargaining agreements and employee supervision; OR
- D. Ten (10) years of full-time paid business or governmental Human Resources experience, at least seven (7) of which should include "at the table" experience negotiating collective bargaining agreements and employee supervision.

NOTE: Knowledge of Civil Service Laws and/or experience in government employment is preferred but not required. SHRM-CP or SHRM-SCP preferred.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and ***return it, along with a copy of diploma/degree/transcripts/certifications,*** to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County Government is an Equal Opportunity Employer