

Erie County Department of Labor Relations
VACANCY NOTICE
DEPUTY DIRECTOR OF LABOR RELATIONS

STARTING ANNUAL SALARY: \$63,088 (with step pay increase after 6 months of service)

The work involves assisting with the administration of the County's labor relations program. This is technical personnel/labor relations work involving responsibility for participating in the development and conduct of the County's Labor Relations program. Work is performed under the direct supervision of the Commissioner of Labor Relations with leeway permitted for the exercise of independent judgment. Supervision is exercised over clerical personnel, and project supervision is exercised over employees of other departments.

Assists with the development and administration of the County's program to promote effective employee management relations;

Participates in collective bargaining negotiations with employee groups and provides background material relative to results of salary, fringe benefits and personnel practice surveys;

Provides assistance in the resolution of employee grievances;

Confers with departmental representatives regarding the interpretation of contract clauses, personnel policies, handling employee grievances, discipline procedures, and employee relations program;

Supervises and participates in the conduct of projects implementing various aspects of the County's labor relations program including wage and benefit surveys, training sessions for supervisors, allocating titles into bargaining units, etc.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, and in addition, one of the following, either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, Labor Relations or a closely related field, and two (2) years of labor relations experience, one (1) year of which was gained in the public sector; or
- B. Three (3) years of labor relations experience, one (1) year of which was gained in the public sector; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Competitive benefits package includes comprehensive health, dental and vision coverage and NYS retirement.

If interested and meet the above qualifications, please forward resume to:

Mr. David Palmer, Commissioner of Personnel, Erie County,
95 Franklin Street, 6th Floor, Buffalo, NY 14202
or by email to David.Palmer@erie.gov by **October 21, 2016**.

Only those whose resumes are being considered will be contacted.
Erie County is an Equal Opportunity Employer