

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Personnel Department

Employee and Labor Relations Specialist

\$79,935 - \$97,698

DATED: December 19, 2025

LAST DAY FOR FILING: January 11, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: The Employee and Labor Relations Specialist is responsible for supporting a Personnel or Human Resources Department by assisting, guiding, and participating in the drafting, reviewing and administration of employee and labor relations policies, procedures and processes for union and non-union employees in Otsego County. The incumbent is responsible for supporting the day-to-day administration of all collective bargaining agreements and assists in acting as an information resource for such matters. The Employee and Labor Relations Specialist will serve as a point of contact regarding workplace concerns, complaints, grievances, conflicts, and disciplinary matters. Duties will also include participating in contract negotiations, investigations and processing of employee grievances and progressive disciplinary actions. The work is performed under the general supervision of the Personnel Officer or Human Resource Director, with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Participates in the processes for contract negotiations with unions on noneconomic demands and on matters of an economic nature. Supporting negotiations by collaborating with Benefits and Payroll.
- Researches and assists in responding to inquiries from managers about contracts, Memorandums of Agreement and any interpretations of labor agreements;
- Provides reports to union representatives pursuant to collective bargaining agreements and requests;
- Collects and analyzes employee data, and data sources to support department metrics. Develops summaries and reports status of labor relations matters, interpreting contracts and agreements, and creates and presents reports and presentations as necessary;
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- Serves as a point of contact regarding workplace concerns, complaints, grievances, conflicts, and disciplinary matters;
- Investigates and processes employee complaints, conflicts, and grievances when indicated, following the progressive discipline process;
- Inputs data and tracks union and nonunion employee actions;
- Coordinates Labor Management meetings, partnering with union and management representatives in various departments. Maintains ongoing liaison with union representatives and maintains minutes of all meetings;
- Sets up employee trainings and workshops for county employees, maintaining records and creating reports of training completions and other reports as necessary;
- Assists in processing and issues concerning GML 207-c injury claims, Family Medical Leave Act (FMLA), Reasonable Accommodation, American with Disabilities Act (ADA), allegations of discrimination, workplace investigations, conflict resolution, as well as other policies and Department of Labor laws and regulations;
- Collaborate with Department administrative staff and legal counsel to develop, update, and communicate employment policies and procedures;
- Maintain accurate and confidential employee records related to employee relations, grievances, investigations, and disciplinary actions;
- Does related work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of employee contract negotiations, mediation and arbitration practices, procedures and techniques; good knowledge of the preparation and administration of public employee contracts; good knowledge of the Taylor Law; good knowledge of employment laws, regulations, and best practices related to employee and labor relations; ability to perform research in employee benefits and salaries; ability to perform salary and benefits computation and statistical analysis; ability to read and interpret contract provisions and draft formal agreements; ability to communicate clearly and concisely in both verbal and written form; ability to effectively communicate complex information to diverse audiences; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to analyze and solve problems; ability to assess situations objectively and provide appropriate recommendations; ability to handle sensitive and confidential information with integrity and maintain a high level of professionalism, ability to create and maintain harmonious relationships; strong interpersonal skills, with the ability to build positive relationships with union and management employees.

MINIMUM QUALIFICATIONS: Either

- (a) Possession of a Master's Degree from a regionally accredited college or university or one accredited by the New York state Board of Regents to grant degrees in employee or labor relations, public administration, business administration, business management or related field and two (2) years of experience as a direct and active participant in collective negotiations, mediation, arbitration or adjustment of contracts and disputes between unions and employers; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in one of the areas defined in (a) above and four (4) years of experience as defined in (a) above.
- (c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and five (5) years of experience as defined in (a) above.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com