This is a professional labor-relations position, which primarily involves administrative responsibility for the labor contract negotiations and labor contract administration, disciplinary procedures, and grievances in the Department of Personnel for the County of Rockland. The work is performed under the general supervision of the Commissioner of Personnel. There is currently one (1) opening for this position and preference will be given to individuals who possess a license to practice law in New York State. As such, the work may also entail providing legal counsel regarding labor relations matters, New York State Civil Service Law and other laws pertaining to public employment and will represent the County in administrative and court proceedings brought pursuant to said laws and regulations.

**WORK DESCRIPTION (including but not limited to):**
- Heads or participates in all County labor negotiating teams, as directed by the Commissioner of Personnel, reviews and make recommendations regarding the provisions of all collective bargaining agreements, and prepares reports regarding labor negotiations, as requested;
- Plans, coordinates, and conducts studies for labor negotiations;
- Interprets collective bargaining agreements and prepares reports and memoranda regarding same, as needed;
- Meets with administrators, employees, and union representatives to clarify issues and information and resolve problems, especially those that pertain to the application of the provisions of collective bargaining agreements, New York State Civil Service Law, and other labor-related laws (e.g. Fair Labor Standards Act, Family and Medical Leave Act);
- Facilitates cooperative management-labor relationships by participating in meetings, exchanging information, explaining labor-relations processes and procedures, etc.;
- Completes special projects (e.g., analyzes and prepares reports regarding the effect of new laws and regulations regarding personnel/labor matters, prepares policies and guidelines), as assigned by the Commissioner of Personnel;
- Provides day-to-day labor and employment advice and counsel (i.e., disciplinary charges, policy review);
- Provides confidential legal counsel regarding New York State Civil Service Law, Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), labor contract grievances, ADA compliance, etc.;
- Provides legal counsel regarding disciplinary procedures, prepares disciplinary charges for County departments, attends disciplinary hearings, etc., as assigned by the Commissioner of Personnel;
- Provides legal advice regarding Federal, New York State, and local laws regarding human rights (e.g., EEO laws and policies);
- Performs legal research and provides specialized advice and information concerning labor and personnel law and labor relations;
- Writes County policies and procedures, as needed (i.e., EEO, Civil Service Law, Rules);
- Prepares a variety of reports and correspondence, as necessary;
- May prepare and provide training.

**REQUIRED QUALIFICATIONS:**
1. Possession of a license to practice law in New York State and give (5) years in the practice of law, at least two (2) of which must have substantially been in labor or personnel administrative law; or,
2. A Master’s degree in Labor Relations, Public Administration, Business Administration, Industrial/Organizational Psychology, Human Resources or comparable curriculum and five (5) years of post-degree experience that substantially involved labor relations, labor contract administration and/or interpretation, the administration of New York State Civil Service Law, and/or human resources administration.

**SALARY AND BENEFITS:**
Competitive salary and benefits which include medical, dental, vision, deferred compensation and membership in the NYS retirement system.

If interested in the position, please email your cover letter and resume to:
Gail M. Mulligan, Human Resources Generalist, at mulligag@co.rockland.ny.us