

# Vacancy Notice

# OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** *Labor Relations Specialist*

**Division:** Administration

**Location:** Main Campus, 110 Elwood Davis Road, Syracuse, NY

**Duties:** Responsible for all aspects of labor relations in multiple school districts. Serve as chief spokesperson for school districts in negotiations. Represent school districts in contract grievances up to and including arbitration as well as matters before PERB. Provides consultation and assistance to comply with local civil service rules and regulations. Provides advice and assistance interpreting and understanding with the Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers' Compensation claims, discrimination law and any other laws at the state or federal level that impact our component districts. Assists with investigations of employee disciplinary matters, employee complaints, harassment complaints, and other issues that may require management representation in grievances, arbitration and/or civil service matters.

**Qualifications:** JD degree or BA degree in personnel and labor relations and 2 years work experience involving contract negotiation and administration (grievance handling and arbitration); or 6 years work experience in labor management relations or meet Civil Service qualifications.

**Salary:** Commensurate with experience.

**Starting Date:** To be determined

**Closing Date:** OPEN

**Applications accepted on-line only. Register and apply at:**  
[www.olajobs.org/central](http://www.olajobs.org/central)

**For questions regarding this Vacancy Notice, please contact:**  
 Personnel Department/Recruitment Office  
 Onondaga-Cortland-Madison BOCES  
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