



NOTICE OF VACANCY

- POSITION:** LABOR RELATIONS SPECIALIST
- REPORTS TO:** Manager, Management Services Center
- LOCATION:** Bush Education Center, Elmira, NY
- DESCRIPTION:** Full-time position (1.0 FTE), 8 hours per day, 12 months per year
- Negotiate union contracts for school districts management;
 - Litigate grievances, arbitrations and administrative hearings, e.g., PERB;
 - Advise school districts on employment labor issues;
 - Conduct investigations into employee discipline and union labor issues;
 - Perform other duties as assigned
- START DATE:** July 1, 2022
- QUALIFICATIONS:** This is a competitive Civil Service position. The selected candidate must possess this title or be among the top three of a current, binding Civil Service list for the title or if no binding Civil Service list be in the top three after taking the required Civil Service exam for the title.
- Minimum of a Bachelor's degree in Labor Relations or Human Resources;
 - Juris Doctor preferred;
 - Bachelor's degrees in other areas with related experience will be considered;
 - Thorough knowledge of the general principles and practices used in modern labor relations/personnel and civil service administration;
 - Thorough knowledge of the NYS Civil Service Law, Labor Law and other laws, both State and Federal, and how they apply to school district administration;
 - Must possess excellent skills in the following areas:
 - working experience with Education Law and Labor Law;
 - familiarity with computers, spreadsheets and data manipulation;
 - professional experience with labor contract negotiations and contract administration.
- SALARY RANGE:** Competitive salary plus comprehensive benefits package
- SUBMIT THE FOLLOWING MATERIALS:** <https://gstboces.recruitfront.com/>

Employment Application, Letter of Interest, Detailed Résumé, Copies of all undergraduate and graduate college transcripts, copies of all current NYS certifications and all current NYS licenses, and one to three current, dated and signed letters of professional reference (must be less than one year old)

DEADLINE TO APPLY: MAY 24, 2022

#02 MSC23