



<b>Job Title</b>	Associate Director of HR: Labor and Employment Relations
<b>PVN ID</b>	RF-2201-004509
<b>Category</b>	Managerial and Professional
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Human Resources
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 28, 2022 (Or Until Filled)

## General Description

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This is a Management position, reporting to the Senior Director of Human Resources and exercising independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. In concert with the Senior Director, the incumbent oversees the day to day operation of the labor and employment relations unit of the Department of Human Resources for Research Foundation employees in the field and central office. The incumbent is charged with a full range of supervisory responsibilities, including directing the activities of the unit. The incumbent's responsibilities also include participation in the negotiation and administration of collective bargaining agreements; the investigation and reporting of employee complaints and grievances; the rendering of advice and counsel to supervisors in personnel matters; and the maintenance of good communication and positive relationships with supervisors, employees and personnel of affiliated and external organizations. The incumbent maintains exemplary standards of personal professional ethics and participates in activities that keep him/her current in the field of labor and employment relations. The incumbent models standards for quality customer service, supports the development of new staff skills, monitors resources to achieve efficiencies and better customer service, and supports the work of other RFCO units by communicating effectively with staff involved in related projects, by being of assistance to others, and by participating in team-based projects as assigned.

## Other Duties

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- Supervises staff of the Labor and Employment Relations unit of the Department of Human Resources, including mentoring and monitoring work progress and providing feedback to ensure goals are understood and met.
- Counsels and acts as a resource to supervisors of Research Foundation employees in the field and central office on personnel matters. Conducts formal and informal investigations of employee complaints and grievances. Drafts investigatory reports of findings and makes recommendations concerning those investigations. Liaises with the Foundation's employee assistance program when appropriate and/or

necessary.

- Member of the collective bargaining negotiating team. Participates in the researching, drafting and costing of proposals. Liaises with union representatives to consider solutions to labor issues; participates in labor-management joint initiatives; may chair labor-management meetings. Serves as hearing officer at Step One of the contractual grievance procedure. Drafts Step One responses.
- Ensures compliance with all applicable deadlines, including but not limited to maintenance of statistical data for monthly President's report, monthly and quarterly union membership reports, new hire/status change reports, harassment prevention training, background checks. Responds to requests for ad hoc reports in area of responsibility.
- Participates in the design and conduct of training in the field and Central Office on a variety of subjects including harassment prevention, contract administration, employee discipline, HR best practices, etc. Coordinates the computer based training programs for RF project employees and central office staff.
- Assists in developing staff competence in new areas. Assists staff, when needed, with complex or difficult issues; handles difficult customer service matters when referred.
- Represents Research Foundation at personnel related hearings, meetings, adjudicative hearings, etc. Actively contributes to various committees to represent HR interests, as needed. Member of the panel charged with reviewing information obtained from applicant background checks.
- Other duties as assigned.

## Qualifications

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- Bachelor's degree from an accredited institution required; in addition, a Juris Doctor or Master's degree in an HR related field strongly preferred.
- Working knowledge of labor and employment law, ability to draft investigatory memoranda and responsive pleadings in administrative and quasi-judicial proceedings.
- A minimum of four years of progressively responsible experience in an HR department, including at least two years in a supervisory capacity.
- Competence in making public presentations and at written and oral communication to interact effectively with diverse clients and staff at all levels.
- Competence in handling stressful situations with tact and persuasiveness.
- Competence with numerical calculations, preparation and/or analysis of personnel statistics and budget requirements, analyzing and forecasting trends, researching problems and training staff.
- Demonstrable success in initiating cooperative working relationships, resolving customer concerns, and making timely and effective decisions.
- Competence in developing others using latest information in the HR field and of maintaining ongoing professional and personal development.

