



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LABOR RELATIONS ADMINISTRATOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Labor Relations Administrator	C10791	70	75

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

To assist the Labor Relations Bureau (LRB) Division Director of the State Personnel Office in formulating and recommending policies, programs, and procedures governing labor relations functions.

Nature of Work

The Labor Relations Administrator is responsible for making recommendations on findings for grievances and for providing high level support and resolution to the Labor Relations Division Director. The Labor Relations Administrator is also responsible for developing and presenting training material statewide regarding labor law, disciplinary cases, Collective Bargaining Agreements (CBA) interpretation and other applicable labor issues.

Distinguishing Characteristics of Levels

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Acts on behalf of the SPO LRB Division Director with regard to managing statewide union grievances, Prohibited Practices Complaints (PPC), arbitration hearings, trainings and oversight.
- Provides management advisory services to officials at all levels of the state regarding labor and employee relation matters.
- Prepares and either presents or assists in the presentation of the State's position on unfair labor practices, negotiability determinations, bargaining impasses and other disputes for presentation to the State Personnel Board and/or the New Mexico Public Employees Labor Relations Board.
- Coordinates activities in preparation for negotiation of labor-management agreements including development of management strategy, preparation of management's position on union demands, identification of problem areas, and maintenance of records on each current union contract.
- Assists in preparing State responses to grievances and assists the State at arbitration.
- Represents the State as a key bargaining team member in negotiations, and assists in negotiations of bargaining agreements.
- Performs employee relations functions including misconduct investigations, making recommendations from findings, and assisting in presenting employee relations cases to third parties.

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- Maintains filing system for all statewide labor issues and CBAs.
- Researches and analyzes data and develop and present training curriculum statewide regarding labor material and CBAs.

Recommended Education and Experience for Full Performance*

A Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience operating within limited parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment.

Minimum Qualifications

A Bachelor's Degree in any field of study from an accredited college or university and four (4) years of professional level experience operating within limited parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

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Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Mathematics — Using mathematics to solve problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Time Management — Managing one's own time and the time of others.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Statutory Requirements:

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 06/24/13

Revised:

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.