This position is not in the Classified Service of New York State, but is covered under New York State Military Law. This position is management confidential and is not covered under labor contract provisions within the DMNA. If appointed, a current Civil Service employee would lose all seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

**POSITION TO BE FILLED PENDING AVAILABILITY OF FUNDING.**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Human Resources Specialist 3 (Labor Relations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>New York State Division of Military and Naval Affairs Headquarters</td>
</tr>
<tr>
<td>Salary Grade:</td>
<td>M/C / NS</td>
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<tr>
<td>Salary Range:</td>
<td>Expected to be within: $82,500 - $92,500</td>
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<tr>
<td>Duties and Responsibilities:</td>
<td>Under general direction of the Director of Human Resources Management (State) or other appropriate supervisor, administers the labor relations program for the agency and carries out routine employee relations activities in accordance with agency policies and applicable federal and state statutes. The position works close with Directorate and Agency Leadership to ensure the agency maintains a cohesive and responsive employee and labor relations program. The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. When appropriate, the position may report to state and/or federal supervisory personnel. This position is management/confidential and is not covered under labor contract provisions within the DMNA. Responsibilities may include but are not limited to the following:</td>
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<td></td>
<td>• Assist in developing and maintaining an agency labor and employee relations program by ensuring effective working relationships between management and labor.</td>
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<td>• Develop and maintain an ongoing dialogue with employee representatives, including participation in labor-management committees.</td>
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Advise agency officials of potential or actual union and employee reaction to proposed or initiated plans and programs. Develop recommendations to resolve problems and to prevent or minimize labor difficulties.

May be the Agency representative in the negotiation of local arrangements. Work closely with local management and agency management to ensure final agreements comply with existing laws or rules, statewide contracts, and department agreements; and do not establish inappropriate precedents. Personally present management’s positions and responses to proposals and counterproposals in a logical and convincing manner.

Assist in administering negotiated labor contracts and agreements.

Conduct investigations of alleged employee misconduct and direct or coordinate the gathering of information, ensuring employees' and agency rights are properly protected.

Manage agency EEO and affirmative action program. Ensure reporting, investigating and personnel actions are carried out in accordance with all proper requirements.

Evaluate proposed policies, legislation, position papers, and management proposals and prepare written analysis, recommendations and response to same.

Act as Agency administrator for disciplinary matters, and fully understand the pertinent procedures and requirements involved. Encourage proactive supervisory practices, such as coaching and counseling, to minimize the need for disciplinary action.

Consult with agency managers regarding conduct that may require discipline, recommend appropriate disciplinary penalties, and prepare or assist in preparing the Notice of Discipline.

Work closely with Director and agency’s Counsel on various employee and labor relations matters.

Represent the agency at disciplinary appeal hearings before an independent arbitrator. Plan and prepare the agency's case, introduce evidence, witness testimony, and cross-examination of witnesses.

Ensure deadlines are closely tracked and met.

May supervise support staff engaged in personnel and labor relations activities.

Participate in joint labor management committees.

Develop rapport with Contract representatives sufficient to permit exchanging information, gauging the importance of a given issue, and working toward a negotiated settlement when possible.

Incumbent must be able to verbally present and support management's position on matters dealing with terms and conditions of employment, in a logical and convincing manner.

Interact and network with other agency partners and labor relations teams such as the Governor’s Office of Employee Relations (GOER), GOER-Antidiscrimination Investigation Unit (ADID), Office of Diversity Inclusion Management (ODIM), Public Employment Relations Board and others to receive and provide information, resolve day-to-day issues, and keep well-informed of employee relations developments in other agencies and parts of the public and private sectors.
- Maintain liaisons with individual employees and employee organizations to explain Division policies and practices, resolve day-to-day problems, ascertain and weigh overall employee relations climate and reactions to individual issues and problems.
- Perform general office duties such as filing, scanning, faxing, mailing, etc.
- Operate office equipment such as computers, photocopiers, fax machines, etc.
- Will assist in other Directorate operations such as unit budgeting, tracking personnel projections and other needs of the unit.
- May require schedule modifications and additional hours to meet operational requirements. This position is not overtime eligible.
- Periodic travel will be required to other facilities using various modes of transportation.
- The position requires in-person work. Some telework hours may be available.
- Other job related duties as assigned.

**Job Requirements:**

- Individual must have experience in labor relations, human resources office management, research & development, project management, or other complex detail oriented managerial skills/experience,
- Must have strong organizational skills.
- Ability to perform tasks independently without supervision.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Ability to research and prepare written material in a clear and concise form.
- Experience in meeting multiple deadlines.
- Strong written and verbal communication skills.
- Ability to work with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel, labor organizations, and the public.
- Must be proficient in Microsoft Office Suite.
- Ability to prepare documents to be used for training materials or presentation to Executive leadership.
- Will complete and attend training as required.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.

**Additional Preferred Knowledge, Skills and Abilities:**

- Knowledge or experience in state government operations; specifically familiarity with collective bargaining agreements.
- Working knowledge of New York State personnel policies and procedures.
- Working knowledge of Federal, State and local agency operations and policies.
- Experience with the Statewide Financial System (SFS) program and procedures.
- Supervisory experience.
**Minimum Qualifications:**

Master’s degree from a regionally accredited college or university plus two years of experience in Labor Relations, Human Resources, Project Management, or related field(s);

OR

Bachelor’s degree from a regionally accredited college or university plus four years of experience in Labor Relations, Human Resources, Project Management, or related field(s);

OR

Ten years of progressively responsible experience in Labor Relations, Human Resources, Project Management, or related field(s).**

AND

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required.

Must have and maintain a valid driver’s license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any change in driver’s license status to the State Human Resources Office (MNHS).

Must be proficient in, and able to independently use Microsoft Office software – MS Word, Excel and Power Point. Ability to use Access also preferred. *

Within Ninety (90) days of gaining computer access must successfully complete all Statewide Financial System (SFS) and Statewide Learning Management System (SLMS) required training as related to job assignments.*

*Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required.

** Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance and comparable combined education and experience to the job duties and minimum qualifications noted above.

At all times, the employee MUST maintain minimum standards in accordance with current, and as amended, agency, statutory, NGB and CMH requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.
NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.

| How to Apply: | To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying. Ensure to clearly note how you meet the minimum qualifications for the position.** Please be certain to note your specific license or certification to meet requirements. If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.  

**Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.** ENSURE TO COPY E-MAIL ADDRESS EXACTLY.  

E-mail to:  ng.ny.nyarng.mbx.mnhs-job-posting@army.mil  
FAX to: (518) 786-4969  
For Questions: (518) 786-4830  

Mail to:  
New York State Division of Military and Naval Affairs  
State Human Resources Management  
330 Old Niskayuna Road  
Latham, New York 12110-3514  
Attn: Classifications  

**POSITION WILL BE POSTED UNTIL FILLED.**  
**VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.**  

| Subject of Interview: | ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.  
ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION. |
STATE VACANCY ANNOUNCEMENT #22-19

New York State is an Equal Opportunity/Affirmative Action Employer.