

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**LABOR RELATIONS SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professionals, in the Office of the State Employer, with responsibility for a labor relations specialty area. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title - Labor Relations Specialist-3**

Labor Relations Specialist 14

The employee functions as a third-level specialist.

**Position Code Title - Labor Relations Specialist-4**

Labor Relations Specialist 15

The employee functions as a fourth-level specialist.

**NOTE:** There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Presents management's position in contract negotiations, grievance arbitrations, and unfair labor practice hearings.

Drafts contract proposals.

Compiles information and statistics on the economic proposals of both labor and management.

Participates in meetings between labor and management to discuss and attempt to resolve issues of mutual concern.

Prepares wage and salary surveys.

Serves as resource for management training programs in labor relations.

Maintains records, prepares reports and composes correspondence relative to the work.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Knowledge of the laws, regulations, and procedures of collective bargaining.

Knowledge of the procedures of dispute resolution.

Knowledge of personnel rules and practices.

Knowledge of the techniques of contract negotiation.

Knowledge of the design and utilization of salary surveys.

Knowledge of techniques of data collection and interpretation.

Ability to analyze contract proposals.

Ability to interpret laws, rules, regulations, and contractual provisions.

Ability to maintain effective relationships with labor organizations, employees, and the public.

Ability to communicate effectively, both verbally and in writing.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in business administration, industrial psychology, or labor relations.

### **Experience**

#### **Labor Relations Specialist 14**

Three years of professional, experienced-level experience involving collective bargaining, contract administration, or administrative hearings in the personnel field, including one year involving participation in collective bargaining negotiations.

#### **Labor Relations Specialist 15**

Four years of professional, experienced-level experience involving collective bargaining, contract administration, or administrative hearings in the personnel field, including two years involving participation in collective bargaining negotiations.

**Special Requirements, Licenses, and Certifications**

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

LABRELSPL

**Job Code Description**

LABOR RELATIONS SPECIALIST

**Position Title**

Labor Relations Specialist-3

Labor Relations Specialist-4

**Position Code**

LABRSPL3

LABRSPL4

**Pay Schedule**

NERE-186

NERE-188

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10/25/2015