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Local 1000, AFSCME, AFL-CIO

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New York's LEADING Union

Kathleen Cahalan, PHR
Director of Human Resources

POSTING

AUGUST 14, 2014

THIS IS TO ANNOUNCE AN ANTICIPATED VACANCY IN THE REGION 3 OFFICE. THE POSITION IS A **LABOR RELATIONS SPECIALIST, FSA GRADE 15/18/20/23**. THE POSITION REQUIRES A RESIDENCY WITHIN THE REGION AT A LOCATION ACCEPTABLE TO THE REGIONAL DIRECTOR. INITIAL ASSIGNMENTS ARE WITH STATE, LOCAL GOVERNMENT AND PRIVATE SECTOR STOPS IN *WESTCHESTER* COUNTY. ANYONE INTERESTED SHOULD NOTIFY THE HUMAN RESOURCES DEPARTMENT, IN WRITING, (WITH RESUME) OR VIA E-MAIL TO STAFFPOSTINGS@CSEAINC.ORG NO LATER THAN CLOSE OF BUSINESS, AUGUST 25, 2014.

Kathleen Cahalan

KATHLEEN CAHALAN, PHR
DIRECTOR OF HUMAN RESOURCES

KC/sdg

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**LOCAL 1000, AFSCME, AFL-CIO
143 WASHINGTON AVENUE, ALBANY, NEW YORK 12210**

LABOR RELATIONS SPECIALIST

FSA GRADE 15/18/20/23

JOB SUMMARY:

Under the direct supervision of a Regional Director, the Labor Relations Specialist has the responsibility to administer CSEA programs and objectives in servicing regions, locals, units and CSEA members. Typical duties of the position include the following:

ESSENTIAL FUNCTIONS:

- 1. Confer with and advise local and unit officers and committees regarding CSEA policies, programs and services.**
- 2. Plan and develop local and unit organizations, programs and services.**
- 3. Aid members with employment problems.**
- 4. Represent members in salary and employment problems before administrative officers in state government.**
- 5. Represent members in salary and employment problems before executive, legislative and administrative officers in local government.**
- 6. Assist member groups in securing formal recognition and certification.**
- 7. Negotiate terms and conditions of employment and write contracts.**
- 8. Survey needs for new locals and units.**
- 9. Initiate, promote and organize new locals and units where desirable.**

ESSENTIAL FUNCTIONS Continued:

- 10. Assist in establishing effective membership promotion contacts and programs of organized locals and units.**
- 11. Examine records of locals and aid in improvement of such records.**
- 12. Report to Headquarters all data required for record keeping purposes of services rendered.**
- 13. Attend and address local, unit and regional meetings as required.**
- 14. Perform related duties as required.**

MINIMUM QUALIFICATIONS:

(A) High School Diploma or Equivalency Certificate

AND

(B) Three years of satisfactory responsible business or investigative experience which must have involved extensive public contact as an adjuster, salesman, customer representative, investigator, inspector, complaint supervisor. Labor relations experience from employer or employee standpoint is especially desirable.

OR

(C) Graduation from a recognized college or university from a four-year course for which a Bachelor's Degree is granted; or from a recognized school of labor relations.

OR

(D) A satisfactory equivalent combination of the foregoing training and experience.

NOTE: Candidates must possess a valid New York State driver's license and have a car available for business use in order to be appointed.