

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Class Code: 000126  
Grade: 25  
FLSA: E**

**LABOR RELATIONS SPECIALIST III\***

**DEFINITION OF SERIES:**

This is the full-performance professional staff work in labor and employee relations. Work involves standard or limited assignments related to labor and employee relations.

**DISTINGUISHING CHARACTERISTICS:**

The Labor Relations Specialist III classification is distinguished from the Labor Relations Specialist II classification in that the Labor Relations Specialist III is the full performance level of the class series and performs work of increased complexity with limited guidance and supervision.

**MAJOR DUTIES:**

An employee in this class is fully skilled and performs a variety of standard and non-standard professional assignments. The employee has full technical responsibility for the work, and plans and carries out the work in accordance with professional personnel principles and practices, applicable laws and regulations and established policies and procedures. The employee is responsible for coordinating with others, as necessary, to resolve problems. Work is reviewed for conformity to policy and effectiveness in meeting program objectives. The employee uses initiative, resourcefulness, experience and judgment in researching trends, developing and establishing new methods and precedents and their application in the conduct of the work.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Participates in the development and implementation of collective bargaining strategy in the negotiation of labor agreements.
- Participates in, and/or conducts the meet and confer process.
- Administers the County's grievance processes, ensuring that County and bargaining unit procedural requirements are met; conducts technical reviews of County and Union complaints to determine if they are grievable and timely, and ensures appropriate grievance procedures are used.
- Conducts grievance hearings and conferences as the Chief Administrative Officer's designee; conducts fact-finding, analyzes facts, and prepares initial findings-of-fact for employee and department review; prepares final grievance decision for Chief Administrative Officer's review and signature.
- Reviews adverse actions proposed by departments for conformance with applicable Union contracts, regulations, and procedures; provides guidance to departments regarding the interpretation of regulations.
- Provides guidance and assistance to County employees, supervisors and managers on the full range of labor/employee relations issues.
- Conducts meetings with employees, department representatives, and union representatives to negotiate both formal and informal resolution of complaints and grievances.
- May assist with or conduct investigations related to grievances, allegations of employee misconduct, complaints and other related issues.
- Conducts special studies and assignments, such as contract monitoring, development of policies and

procedures related to a variety of labor/employee relations areas, participating on labor/management committees, policy committees, and study groups, and related assignments.

- Proposes changes to policies and procedures under review.
- Reviews and recommends supervisory and employee training content in the area of employee/labor relations; may organize and/or conduct supervisory and employee training, as assigned.
- Performs related duties as required.

**SUPERVISORY CONTROLS:**

This position typically reports to the Chief Labor Relations Officer in the Office of Labor Relations. Incumbents may report to other supervisory or management staff, as assigned.

**SUPERVISION EXERCISED:** Employees in this classification do not supervise other positions.

**GUIDELINES:**

Guidelines include Federal, State, and local laws and regulations, County policies and procedures, examples from previous projects or studies, and departmental regulations.

**COMPLEXITY:**

The complexity of the work is marked by duties that involve analyzing data, situations or conditions, counseling, advising, interviewing, investigating, and developing interpretations, courses of action, and solutions to problems or issues, often with incomplete, inaccurate, or conflicting data, information and requirements.

**SCOPE AND EFFECT:**

The work product affects the operation of one or more County departments through the proper application of County personnel laws, policies and procedures. Depending on assignment, work product may affect the overall operations of the County.

**CONTACTS:**

Personal contacts include other staff members to exchange information, coordinate assignments, and resolve problems. Contacts are also made with upper management, supervisors, and employees in other County departments to obtain information, inform departments about policies and procedures, provide assistance, resolve problems and make recommendations. Other contacts occur with agencies or organizations outside County government to conduct research, obtain guidance, or provide information.

**PUBLIC SERVICE /ASSISTANCE:**

Provides limited direct service or assistance to the public.

**HAZARDS:**

Incumbent has limited exposure to hazardous conditions and generally is not required to use special equipment and/or adhere to special precautions.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited college or university with a Bachelor's Degree, in Business or Public Administration or related field.

**Experience:** Three (3) years of professional experience related to labor/employee relations or a directly related field.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**Knowledge, Skills, and Abilities:**

***Advanced Knowledge of:***

- Personnel principles and practices of labor and employee relations.
- Applicable Federal, and State laws, guidelines and requirements.
- Applicable County personnel laws, rules, regulations, policies, procedures, and Memoranda of Understanding.
- The structure and functions of the various County departments and agencies.

***Skill In:***

- Conflict resolution.
- Applying County personnel law, rules and regulations, policies and procedures, and Memoranda of Understanding to performance of duties.
- Negotiating complex issues with a variety of individuals, including department/agency heads, managers, union representatives, and employees.

***Ability to:***

- Interpret, explain and apply applicable County personnel laws, rules, regulations, policies, procedures, and Memoranda of Understanding.
- Prepare comprehensive records and reports.
- Handle confidential information with discretion.
- Communicate effectively both orally and in writing.
- Arrive at sound decisions through detailed analysis and evaluation of information received from a variety of sources.
- Establish and maintain effective working relationships with officials, managers, and employees.
- Set priorities and organize numerous work assignments.
- Ability to attend meetings or perform other assignments at locations outside the office, as necessary.

**Licenses, Registrations, Certifications, or Special Requirements:** None

**Work Environment:**

Work is typically performed in an office environment. In the course of required advising or counseling employees, an employee on a limited basis may encounter abusive, aggressive or unpredictable behavior.

**Physical Demands:**

Incumbents work assignments are primarily sedentary. The work of this class requires employees to spend a significant portion of their normal workday using standard office equipment such as computers, printers, copiers, and telephone.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**BARGAINING STATUS:** Positions assigned to this class are normally unrepresented.

**MEDICAL PROTOCOL:** Medical History Review

**PROMOTION POTENTIAL:** None

**CLASS SPECIFICATION HISTORY:**

**Class Established: April 2020**