

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

**Class Code: 000129
Grade: 18
FLSA: E**

LABOR RELATIONS SPECIALIST I

DEFINITION OF SERIES:

This is the entry level professional staff work in labor and employee relations. Work involves introductory level assignments assisting with and performing work related to labor and employee relations.

DISTINGUISHING CHARACTERISTICS:

The Labor Relations Specialist I classification is distinguished from the Labor Relations Specialist II classification in that the Labor Relations Specialist I learns and performs entry-level assignments under close supervision while becoming familiar with the laws, regulations, Memoranda of Understanding (MOUs), policies, procedures and other factors impacting labor and employee relations for Montgomery County.

MAJOR DUTIES:

An employee in this class is responsible for developing and applying the basic knowledge, skills and abilities necessary for performing recurring assignments in labor and employee relations. Work is assigned by the supervisor or higher-level specialist, who provides continuing guidance and advises on appropriate methods to carry out assignments. The employee carries out routine assignments independently and after receiving on-the-job training, receives more difficult projects or assignments. Completed work is thoroughly reviewed by the supervisor until more experience is gained by the employee in completing assignments. As the employee demonstrates proficiency, additional, more complex and sensitive projects are assigned. At first, the employee treats a variety of standard issues or situations in conformance with generally well-precedented projects. Increased proficiency and improved analytical skills yield additional work assignments. The work involves dealing with conventional or routine problems or situations in conformance with established criteria.

EXAMPLES OF DUTIES: (Illustrative Only)

- Assists with the development and implementation of collective bargaining strategy in the negotiation of labor agreements.
- Assists with the meet and confer process.
Participates in the review of grievances and adverse actions for merit and adherence to correct procedures.
- Participates in counseling employees and supervisors in attempt to settle conflicts informally.
- Conducts fact-finding for grievances, analyzes findings and prepares draft recommendations of dispositions for review by supervisor.
- Proposes changes to procedures under review.
- Assists higher graded specialists in reviewing supervisory and employee training content in the area of employee/labor relations.
- 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 or situations to determine an appropriate course of action within a well-defined and delineated area of concern.

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. The work product for some assignments 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 or inform departments about policies and procedures related to labor and employee relations. 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: One (1) year of professional experience related to personnel administration that included the application of laws or policies. Previous experience in labor/employee relations is strongly preferred.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic Knowledge of:

- Personnel principles and practices of labor and employee relations.
- Applicable local, Federal, and State laws, guidelines and requirements

Skill In:

- Conflict resolution.
- Applying County personnel law, rules and regulations, policies and procedures, and Memoranda of Understanding to performance of duties.

Ability to:

- Learn the structure and functions of the various County departments and agencies.
- Learn, interpret, explain and apply applicable County personnel laws, rules, regulations, policies, procedures, and Memoranda of Understanding.
- Prepare 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.
- 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.

PROMOTION POTENTIAL: Labor Relations Specialist II

MEDICAL PROTOCOL: Medical History Review

CLASS SPECIFICATION HISTORY:

Class Established: April 2020