

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

**Class Code: 000128
Grade: 22
FLSA: E**

LABOR RELATIONS SPECIALIST II

DEFINITION OF SERIES:

This is the developmental 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 II classification is distinguished from the Labor Relations Specialist I classification in that the Labor Relations Specialist II performs standard or limited assignments under general supervision. The Labor Specialist II classification is distinguished from the Labor Relations Specialist III classification in that the Labor Relations Specialist III is the full performance level of the class series, and performs work with less supervision.

MAJOR DUTIES:

An employee in this class is responsible for conducting the more standard or limited assignments. The supervisor defines the objectives, priorities and deadlines for the work, but the employee plans and carries out the various phases of recurring assignments, referring to the supervisor only those situations not covered by instructions or precedents. The employee independently arranges the work sequence and procedures, but completed work is reviewed for accuracy, technical soundness, and conformity to established precedents and procedures. As the employee continues to demonstrate proficiency, additional, more complex and sensitive projects are assigned. Increased proficiency and improved analytical skills yield additional work assignments. The employee is required to handle unusual or non-standard situations through interpreting established guidelines and adopting creative solutions.

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.
- Reviews grievances and adverse actions for merit and adherence to correct procedures.
- May administer the contract grievance procedures.
- Participates in counseling employees and supervisors in attempt to settle conflicts informally.
- Conducts fact-finding for grievances, analyzes findings, and prepares recommendations of dispositions for determination by supervisor.
- May assist with or conduct investigations related to grievances, allegations of employee misconduct, complaints, and other related issues.
- 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 supervisor 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 and developing interpretations, courses of action, and solutions to problems or issues within a well-defined area.

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: Two (2) 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:

Thorough 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.

Ability to:

- 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.

MEDICAL PROTOCOL: Medical History Review

PPROMOTION POTENTIAL: Labor Relations Specialist III

CLASS SPECIFICATION HISTORY:

Class Established: April 2020