

Sr. Labor Relations Specialist

Position Summary

Under the general supervision of the Director of Employee and Labor Relations, the incumbent investigates, and where possible resolves disciplinary matters; investigates, and where possible resolves grievances; investigates, and where possible resolves issues before a grievance is filed; provides guidance to directors, managers and employees concerning management's interpretation of various public sector collective bargaining agreements; works to ensure equitable and consistent applications of the provisions of the agreements, policies, procedures and laws as they pertain to the workplace; strives to promote equitable treatment of all employees, balancing the interests of the hospital alongside employees' rights.

This is a great opportunity for an individual to join a professional labor relations team working in a complex academic medical center.

Duties of the Senior Labor Relations Specialist may include the following but are not limited to:

Investigates Potential Disciplinary Cases -

- Reviews requests for disciplinary action from supervisors, conducts fair and impartial investigations; identifies witnesses to be interviewed and prepares questions and documentation needed for witness interviews and employee interrogation. Familiar with and adheres to contractual requirements in conducting disciplinary investigations and completes investigations in a timely manner. Prepares Notice of Discipline. Seeks resolution to Notice of Discipline and, where settlement is not possible, participates in the subsequent steps in the disciplinary process, including arbitration.
- Responds to Managers and employees in the interpretation of the provisions of the collective bargaining agreements affecting all employees. Provides advice to supervisors on counseling employees and evaluating potential disciplinary matters for employees covered by the Taylor Law.
- Provides guidance to senior management on employee issues.
- Conducts training for all supervisors on the counseling and disciplinary process.
- Provides periodic reports on outstanding grievances and Disciplinary cases and other proceedings pertaining to the Collective Bargaining Agreement or Civil Service laws such as probationary reviews. Prepare and participate in labor/management committees.

Investigates Grievances -

- Reviews grievances and meets with grievant, grievant representative and grievant supervisor, where appropriate, to gather information concerning the allegation. Evaluate the allegation contained in the grievance with the goal of resolving the issue in a timely manner. Where settlement is not possible, as the President's designee, issues a Step 1 decision and represents the University in subsequent steps in the grievance process, including arbitration.
- Facilitates resolution of issues brought forward by union leadership, prior to filing of contract grievance.

Contract Administration -

- Meets with union representation to discuss contract administration issues including potential contract grievances and workplace concerns. Identify and clarify issues and, in conjunction with affected department, works to resolve issues.
- As a member of the Employee and Labor Relations Department, participates in regular meetings to review and revise current practice and policy, with specific emphasis on ensuring consistency in the administration of the Collective Bargaining Agreements and the Policies of the Board of Trustees, Civil Service Law and University policies and procedures and State Regulations and Federal Law as they pertain to the workplace.

Qualifications

Senior Labor Relations Specialist

Required:

- Bachelor's Degree and 5 or more years of LR experience either in an HR/LR capacity or as a Nursing Supervisor/Manager with hands on experience in dealing with LR issues.
- Proficiency in Microsoft Word and Excel.
- Strong organizational skills.
- Excellent written and oral communication skills.
- Must demonstrate high level of professionalism and ethics.

Preferred:

- Master's degree in Labor Relations, Human Resources, Business Administration, Public Administration, or related field.
- Prior hospital/healthcare, higher education, and/or public sector experience.
- Comprehensive knowledge of labor relation issues, theories and practices.
- Thorough knowledge of employment laws in NYS.
- PHR/SPHR or similar certification.

Special Notes: Resume/CV and cover letter should be included with the online application.

In accordance with the New York State Department of Health (DOH) regulation that all hospitals and nursing homes “continuously require all personnel to be fully vaccinated against COVID-19,” Candidates who are not already partially vaccinated must obtain the first dose of the vaccine within three (3) calendar days of acceptance of conditional job offer and must obtain any subsequent doses in accordance with the vaccine protocol, including booster vaccines. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of job offer or in accordance with vaccine manufacture protocol, whichever comes later.

The regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulation allows for limited exemptions with reasonable accommodations, consistent with applicable law.

- Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
- All Hospital positions maybe subject to changes in pass days and shifts as necessary.
- This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
- This function/position maybe designated as “essential.” This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Prior to start date, the selected candidate must meet the following requirements:

- Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services*
- Complete electronic reference check with a minimum of three (3) professional references.
- Successfully complete a 5 panel drug screen*
- Successfully complete a Background Check investigation.
- Provide a copy of any required New York State license(s)/certificate(s).

Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

***The hiring department will be responsible for any fee incurred for examination.**

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive

consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the University Office of Equity and Access .

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed <https://www.stonybrook.edu/police/>.

Visit our <https://www.stonybrook.edu/commcms/jobs/working-here/index.php> page to learn about the total rewards we offer.

Job Number: 2201114

Official Job Title: Senior Personnel Associate

Job Field: Human Resources

Primary Location: US-NY-Stony Brook

Department/Hiring Area: Labor Relations

Schedule: Full-time Shift :Day Shift Shift Hours: 9-530 pm Pass Days: Sat, Sun

Posting Start Date: May 3, 2022

Posting End Date: Aug 3, 2022, 8:59:00 PM

Salary: Commensurate with experience

Salary Grade:MP4

To apply, visit <https://apptrkr.com/3069745x>

Copyright ©2022 Jobelephant.com Inc. All rights reserved.

<https://www.jobelephant.com/>