

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Labor Relations Associate</b>
<b>Salary:</b>	<b>\$60,000 - \$75,000</b>
<b>Bureau/Division:</b>	<b>Administration</b>
<b>Period:</b>	<b>July 13, 2018 - Until Filled</b>

### JOB DESCRIPTION

The New York City Comptroller, an independently elected official, is the Chief Financial Officer of the City of New York. The mission of the office is to ensure the financial health of New York City by advising the Mayor, the City Council, and the public of the City's financial condition. In addition, the Comptroller manages assets of the five New York City Pension Funds, performs budgetary analysis, audits city agencies, registers proposed contracts, etc. The office employs a workforce of over 750 professional employees, including accountants, attorneys, computer analysts, economists, engineers, budget, financial and investment analysts, claim specialists and researchers in addition to clerical and administrative support staff.

The Bureau of Administration supports the work of the other bureaus in the Office of the Comptroller. Under the direction of the Director of Human Resources & Labor Relations, the Labor Relations Associate will support related activities agency. Responsibilities include, but are not limited to, the following tasks:

- Performs technical work in the conduct of labor relations activities pertaining to and impacted by collective bargaining agreements and associated contractual requirements; including investigation and research of labor matters/grievances and related issues; serves as a liaison to labor unions;
- Undertakes "Step 2" grievances consistent with collective bargaining agreement requirements; and supports other Labor Relations activities and initiatives as required;
- With guidance from the Director of Human Resources & Labor Relations as well as, the Deputy Comptroller for Administration, may perform analyses of civil service rules and regulations that govern Comptroller's Office employees, interprets Comptroller's Office internal guidelines and procedures, User Services guides issued by the Office of Payroll Administration, as well as directives from the Office of Labor Relations, and various Collective Bargaining Agreements;
- Performs workforce planning studies on various personnel issues; assists with preparing *ad-hoc* reports and compiles data related to labor relations and HR activities, conditions and/or initiatives;
- Performs related assignments or special projects as required.

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## QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in labor or industrial relations, public administration, operations research, economics or a closely related field and one (1) or more years of full-time professional experience in labor relations, research and analysis, position classification, employee benefit design and evaluation, compensation analysis, labor economics, economic planning, or a closely related area; or
2. A baccalaureate degree from an accredited college and three (3) years of satisfactory full-time professional experience in the areas mentioned above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess a baccalaureate degree from an accredited college or university.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exposure to city-wide policies and procedures issued by the Department of Citywide Administrative Services (DCAS), and the Office of Labor Relations (OLR) including knowledge of Collective Bargaining Agreements (CBA) is expected.
- The ideal candidate must demonstrate sound judgment when dealing with complex and sensitive organizational issues.
- Previous experience handling and maintaining confidential data is expected.
- Excellent organizational and communication skills (particularly writing skills) including knowledge of Microsoft Office suite is expected.

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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)**

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> July 13, 2018	<b>POST UNTIL:</b> Until filled	<b>JVN</b> 015/019/003
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**The NYC Comptroller's Office is an Equal Opportunity Employer**