

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Labor Relations Officer
Salary:	\$65,000 - \$90,000
Bureau/Division:	Administration – Executive
Period:	March 31, 2017 - Until Filled

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 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. The Labor Relations Analyst will support Labor and Human Resources related activities for the Office's full-time and part-time staff of over 760 employees. 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;
- May attend/undertake "Step 2" grievances consistent with collective bargaining agreement requirements; and supports other Labor Relations activities and initiatives as may be required;
- Interprets 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;
- Reviews position classifications for updates, additions or changes as may be required by the agency's operational needs;
- Undertakes workforce planning studies on a myriad of personnel issues; prepares, and creates *ad-hoc* reports and compiles data related to labor relations and HR activities, conditions or initiatives;
- Performs related assignments or special projects as required.

QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in business or public administration, economics, labor or industrial relations, operations research, or a closely related field; or a law (JD) degree and two (2) or more years of satisfactory 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 four (4) years of satisfactory full-time professional experience in the areas mentioned above.
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess a baccalaureate degree from an accredited college.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

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

TO APPLY, GO TO: Employment Opportunities at 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.

POSTING DATE: March 31, 2017	POST UNTIL: Until filled	JVN 015/017/067
--	------------------------------------	---------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer