HIO
LASSIFICATION
PECIFICATION
*eveloped for Equal Opportunity*

CLASS TITLE: Employee Relations Specialist 1

NEW AUG 0 2 1987

CODE: 64661C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

UNCTION: Under general supervision from agency administration or labor relations officials, assists in maintenance of good oor/management relations; provides informational services & maintains records & files; provide some supervision;

PERFORMS RELATED DUTIES AS REQUIRED

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 74-84 | Identifies existing & potential labor problems & makes recommendations &/or initiates solutions within scope of labor/management agreements; participates in negotiations, revisions, &/or implementations of labor/management agreements; may participate in grievance procedures; may assist in developing labor relations policies, rules, regulations. | Knowledge of (1) labor relations, (2) government structure & process; ability to (3) define problems, collect data, establi facts, draw conclusions, (4) prepare & delivers speeches, (5) handle sensitive inquiries & contacts. |
| 2 | 3-13 | Attends meetings, conferences, seminars, researches media, & otherwise obtains information relative to activities, needs, interests of parties to labor/management agreements. | Knowledge of 1, 2, (6) office practices & procedures*; ability to 3, (7) gather, collate, classify information about data, people, things. |
| 3 | 1-11 | Provides information &/or instruction in scope & meaning of labor/management agreements; provides liaison & informational services on request. | Knowledge of 1, 2, (8) public relations; ability to 4, 5. |
| 4 | 1-11 | Maintains records & files of data & information pertaining to labor/management agreements. | Knowledge of 1, 6*; ability to 7. |
| 5 | 0-5 | May provide functional supervision for clerical employees in labor relations office. | Knowledge of 6*; ability to (9) cooperate w others on group projects. |

(804)

123.1-7-17

*Developed after employment

SUAL WORKING CONDITIONS:
olves overnight travel &
involve working outdoors &
all states.

MINIMUM CLASS REQUIREMENTS (Including license, if any.)

TRAINING & DEVELOPMENT