

ASSISTANT STATE NEGOTIATOR

KIND OF WORK

Highly responsible labor relations work as a representative of state management.

NATURE AND PURPOSE

An employee in this class assists a Labor Negotiator in developing, formulating, and presenting grievance and bargaining positions or recommendations to state management officials involved in labor relations functions. The employee represents the state in labor negotiations, in hearings on unit determination issues, and in the administration of labor agreements between the State of Minnesota, as the employer, and exclusive representatives of state employees. The Assistant Labor Negotiator works independently in these areas with general direction from a State Negotiator and is expected to independently develop proposals or counter-proposals for the resolution of disputes within the framework of overall labor relations, fiscal and management policy. With appropriate direction, the employee in this class may function as the chief spokesperson in contract negotiation sessions for assigned bargaining units and/or agreements.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Represents the state in hearings involving bargaining unit determination issues to ensure that management position on the structure of the unit is accurately presented.

Represents state management in labor negotiations with organized employee groups to ensure contractual terms which are acceptable to both management and employee representatives.

Counsels state management representatives and other line administrators with regard to contract administration so that management employees understand and comply with contract provisions, and so that management is in a position to support actions under the terms of the agreement.

Provides labor relations training and advice to professional personnel staff of the Department of Employee Relations and the staff of other state agencies to ensure that personnel decisions are made within the context of current industrial relations principles and practices.

Researches labor relations issues relevant to contract negotiation and contract administration such that accurate data are developed for use in labor relations activities.

Presents management position in arbitration proceedings to ensure that state management's concerns are properly considered by arbitrators.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of professional labor relations practices, principles and techniques in the public and private sectors.

Working knowledge of Minnesota's Public Employee Labor Relations Act and the Bureau of Mediation Services and Public Employment Relations Board rules and regulations.

Working knowledge of public personnel management practices and principles.

Working knowledge of the legislative processes of the State of Minnesota.

Ability to:

Analyze managerial needs and identify issues and/or concerns regarding personnel practices, policies and working conditions and to make appropriate recommendations.

Effectively express management's means and desires verbally and in writing in contract language.

Successfully meet, bargain and negotiate with exclusive representatives in a manner that is consistent with management goals.

Ability to make independent, rational objective in a timely manner in conflict situations under trying conditions.

Est.: 06/73
Rev.:

TC:
Former Title(s):