

**LABOR RELATIONS ANALYSIS
OCCUPATIONAL GROUP [321]****LABOR RELATIONS ANALYST****Duties and Responsibilities**

This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in research and analysis of labor/management issues for collective bargaining purposes in a City agency or the Board of Education of the City of New York. There are two Assignment Levels within this class of positions. All personnel perform related work, and, during the temporary absence of the supervisor, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with latitude for independent initiative and judgment, performs professional work of ordinary difficulty and responsibility in the fields of labor economics, labor research, employee benefits, school labor relations activities in the Board of Education, and all issues and programs affected by collective bargaining. May utilize computers in the performance of these duties.

Examples of Typical Tasks

Plans and conducts research on matters relating to labor, industry, and employment in New York City; collects, analyzes, and records data; prepares reports.

**LABOR RELATIONS ANALYSIS
OCCUPATIONAL GROUP [321]****LABOR RELATIONS ANALYST** (continued)**Assignment Level I** (continued)**Examples of Typical Tasks** (continued)

Performs technical work in the conduct of school labor relations activities pertaining to and impacted by the execution of pedagogical collective bargaining agreements, contractual negotiations, union grievances and related functions within the purview of the Board of Education.

Prepares forecast reports, analyzing the labor market, economic issues affecting the City or the Board of Education and the probable impact of labor disputes; analyzes economic indicators related to health care benefits and other employee benefits, making projections as to their effects on the City or the Board of Education, and prepares program recommendations to improve efficiency and minimize costs.

Assists in collective bargaining negotiations by researching cost and other implications of various demands and proposals, and by performing research in support of labor relations activities, including salary and benefit surveys and contract administration; may act as grievance officer; may negotiate settlements.

Participates in the review and/or interpretation of legislative proposals, laws, rules, regulations, etc., and their actual or likely effects on the City or the Board of Education.

Performs research in conjunction with benefit design and evaluation; assists in the analysis, implementation and administration of collectively bargained and/or legislatively mandated benefits.

Participates in the development of research programs for the improvement of labor relations.

**LABOR RELATIONS ANALYSIS
OCCUPATIONAL GROUP [321]****LABOR RELATIONS ANALYST** (continued)**Assignment Level II** (See Special Note under Requirements)

Under general supervision, with latitude for independent initiative and judgment, performs professional research and analyses of more than ordinary difficulty and responsibility in the fields of labor economics, labor research, employee benefits, school labor relations activities in the Board of Education, and all issues and programs affected by collective bargaining; may supervise or train subordinate staff. May utilize computers in the performance of these duties.

Qualification Requirements

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

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LABOR RELATIONS ANALYST (continued)

SPECIAL NOTE:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one year of additional professional experience as described in "2" above.

Direct Lines of Promotion

From: Labor Relations Analyst
Trainee (12752)

To: Associate Labor Relations
Analyst (13369)