

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

Under supervision, with some latitude for independent judgment, receives training in and assists in professional 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; performs related work.

**Examples of Typical Tasks**

Receives training in and assists in planning and conduct of research on matters relating to labor, industry and employment in New York City, in collecting, analyzing and recording data, and in preparing reports.

Receives training in and assists in the performance of 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, in grievance proceedings, and in the negotiation of settlements.

Receives training in and assists in collective bargaining negotiations by researching costs 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, in grievance proceedings, and in the negotiation of settlements.

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

Receives training in and assists in preparing forecast reports, analyzing the labor market, economic issues affecting the City and the probable impact of labor disputes; in analyzing economic indicators related to health care benefits and other employee benefits and making projections as to their effects on the City; and in preparing program recommendations to improve efficiency and minimize costs.

Receives training in and assists in the review and/or interpretation of legislative proposals, laws, rules, regulations, etc., and their actual or likely effects on the City.

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

Receives training in and assists in the development of research programs for the improvement of labor relations in the City.

May utilize computers in the performance of these duties.

**Qualification Requirements****1. For Appointment to Salary Step 1:**

A baccalaureate degree from an accredited college.

**2. For Appointment to Salary Step 2:**

Completion of 1 year of satisfactory service at Step 1.

C - XI

CODE NO. 12752

**LABOR RELATIONS ANALYSIS  
OCCUPATIONAL GROUP [321]**

**LABOR RELATIONS ANALYST TRAINEE (continued)**

**Direct Lines of Promotion**

This is a trainee class of positions with a two year term. Upon satisfactory completion of two years of service and training, employees in this class of positions will mature without further examination to the title of Labor Relations Analyst (13368), subject to a one year probationary term in the title of Labor Relations Analyst.