

DEPARTMENT: CITY OF NORTH TONAWANDA
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 12, 2026

LABOR RELATIONS/HUMAN RESOURCES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing specialized guidance and support to City leadership on matters related to labor relations, contract negotiations and administration, grievances, and employment law. The incumbent serves as the primary advisor to the Mayor and City Council with respect to human resources and labor issues. The incumbent does not perform the duties of the City Attorney and does not handle routine legal matters for the City. Work is performed under the general direction of the Mayor with considerable leeway allowed for the exercise of independent judgment in planning and executing assignments in accordance with rules, policies, procedures, and laws. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves as the City's primary advisor on labor relations matters, including collective bargaining, contract interpretation, and grievance resolution;
2. Supports the Mayor and negotiating team in all union negotiations, including preparation, strategy, and follow-up;
3. Reviews and provides guidance on union grievance matters, ensuring compliance with contracts, policies, and labor law;
4. Advises municipal leadership and department heads on employment law compliance, workplace investigations, discipline, and sensitive employee relations issues;
5. Drafts, reviews, and recommends updates to municipal policies and procedures related to personnel, labor relations, and workplace conduct;
6. Keeps abreast and provides guidance on federal, state, and local labor and employment laws, including Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), NYS Labor Law, Fair Labor Standards Act (FLSA), and other relevant statutes;
7. Represents the municipality in labor-related hearings and proceedings when appropriate, including unemployment hearings;
8. Collaborates with staff on implementation of policies or resolutions without performing payroll and/or benefits administration;
9. Assists leadership in maintaining a productive, compliant, and equitable workplace culture;
10. Performs other duties reasonably related to labor relations, human resources advisement, and workforce policy support as assigned by the Mayor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the Taylor Law and all federal and state legislation relative to public employee laws including ADA, FMLA, FLSA, etc.; thorough knowledge of the principles, practices and procedures of negotiating and administering collective bargaining agreements, resolving grievances, mediation and conciliation; good knowledge of benefit programs; good knowledge of employment, wage and salary practices in the geographic area; good knowledge of the principles and practices of public personnel administration; good knowledge of Civil Service Law, rules and procedures; good knowledge of the administration of public employee contracts; public speaking skills; ability to apply standards of conduct and codes of fair labor practices; ability to interview, counsel and negotiate with parties involved in grievances and labor/management disputes; ability to read and interpret contract provisions and to draft formal agreements; ability to create and maintain harmonious relationships; ability to analyze data and make appropriate conclusions; ability to communicate effectively both orally and in writing; ability to operate modern software programs and a personal computer; ability to maintain strict confidentiality; tact; courtesy; sound professional judgment; professional appearance; integrity; physical condition commensurate with the demands of the position.

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LABOR RELATIONS/HUMAN RESOURCES SPECIALIST CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and** one of the following:

1. Graduation from law school and current registration as an attorney in New York State; **OR**
2. Graduation with a Master's Degree in Labor Relations, Public Administration or related field and one (1) year of full-time paid experience in human resource management, contract negotiation and administration, union grievance resolution, and the application of labor law; **OR**
3. Graduation with a Bachelor's Degree in Labor Relations, Human Resource Management, Public Administration or related field and two (2) years of full-time paid experience in human resource management, contract negotiation and administration, union grievance resolution, and the application of labor law; **OR**
4. Graduation with a Bachelor's Degree and four (4) years of full-time paid experience in human resource management, contract negotiation and administration, union grievance resolution, and the application of labor law.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.