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# Example of Employee / Labor Relations Job Description

Our innovative and growing company is hiring for an employee / labor relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for employee / labor relations

* Provides guidance on the impact of laws and regulations, CUNY policies, and collective bargaining agreements
* Assists management with developing policies, procedures, and programs to support Human Resources' objectives
* Serves as chief negotiator in the conduct of collective bargaining negotiations for designated unions
* Responsible for the development and implementation of strategic planning for all activities related to the Labor Relations department
* Is the key strategist relating to all labor and union activity
* Provides guidance and assistance to employees concerning problems which are affecting their employment and job performance
* Provides guidance to management on corrective action, grievance and arbitration procedures
* Provide guidance to all levels of Sr
* Planning, directing, coordinating and evaluating employee and labor relations functions
* Exercising direct supervision over assigned professional and administrative staff

## Qualifications for employee / labor relations

* Minimum six (6) years of broad human resource generalist or employment law experience with a successful track record in increasingly responsible roles
* Minimum of 5 years of proven administrative experience required
* Legal administrative or human resources background preferred
* Analytical abilities, takes initiative and problem solving skills
* Strong Microsoft Office competency
* 8+ years HR experience with a concentration in Employee Relations, Labor Relations, and HR Generalist experience researching, investigating, and addressing employee misconduct and below job performance standards