

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8523300

Associate Mediator Public Employment, M-3

Brief Description of Class

Associate Mediators Public Employment participate in the resolution of actual or potential areas of impasse and/or dispute between public employers and public employee organizations. They mediate public sector contract disputes arising between government and unions that represent public employees; administer a program of intervention in these disputes, and in grievances, by per diem panel mediators, fact finders, and arbitrators; facilitate joint labor-management committees established or being maintained by the Public Employment Relations Board (PERB); participate in planning and execution of training seminars for panel members, government officials, union representatives, and the public; and participate in the agency's overall information program for constituent groups and the public. These positions are classified only at PERB.

Distinguishing Characteristics

Associate Mediator Public Employment: reporting to a competitive Assistant Director Public Employment Conciliation, exempt Chief Regional Mediator, or other higher-level manager, mediates complex, sensitive, and high level public sector collective bargaining impasses and/or disputes by meeting with the parties involved to reach a satisfactory solution; maintains liaison with public employers and employee organizations with respect to areas of potential or existing disputes; researches information to determine possible causes of dispute; assesses whether additional or further conciliation procedures should be invoked; and may act as a consultant or advisor in various stages of conciliation and mediation.

Incumbents may provide advice and guidance to, and be responsible for general supervision of professional and paraprofessional staff, per diem mediators, and for education and training activities for panel members, government officials, union representatives, and the public, and in some instances, have charge of mediation activities in a Regional Office.

Illustrative Duties

Determines and directs when and where sessions should be arranged among the principals in all types of labor disputes and utilizes skills to mediate a resolution of the differences.

Tests the reasonableness, equity, and acceptability of the parties' proposals through joint and separate meetings with them.

Offers suggestions, proposals, and alternate solutions to the parties in an effort to remove barriers to settlement.

Assimilates appropriate information, data, priorities, and offers, and determines when to transmit these to one or both parties.

Drafts memoranda of agreements, addenda, and letters of understanding.

Performs special investigations and studies, as required, and prepares related reports.

Mediates and may arbitrate the interpretation and applicability of the terms of a collective bargaining agreement, or the propriety of disciplinary action taken thereunder.

May be required to prepare reports regarding the status of a mediation case, and to make recommendations regarding whether different or further conciliation assistance is warranted.

Participates in the planning and execution of training seminars for panel members, and the agency's overall information program for constituent groups and the public.

- Meets with Management, Labor Organizations, and interested public groups to explain, interpret, and teach various facets of negotiations, grievance handling, and costing contract language.
- Responds to inquiries from clientele, the press, and the general public on matters related to the Taylor Law, impasse procedures, fact finding, and interest arbitration.
- Represents the agency at public information programs providing information on the Taylor Law and, particularly, impasse procedures and other procedures utilized by the Conciliation Office in delivery of services.
- Assists in the training of per diem panel members by participating in such programs and workshops.

May perform the full range of supervisory duties.

Minimum Qualifications

Open Competitive: A bachelor's degree and:

either 1. six years of experience during which you were primarily (over 50%) involved as a direct and active participant or neutral in collective bargaining negotiations, mediation, and/or arbitration of labor- management contracts, or as a direct or active representative of labor or management in the settlement of grievances or disputes over contractual terms and conditions of employment; or

2. six years of regular and active service* as a member of an ad hoc or per diem panel of labor neutrals responsible for mediation, fact-finding, and/or arbitration of disputes involving collective bargaining between labor and management; or

3. a satisfactory combination of the experience described in "1" and "2" above which totals six years.

OR an associate's degree and:

either 1. eight years of experience described in "1" above; or

2. eight years of experience described in "2" above; or

3. a satisfactory combination of the experience described in "1" and "2" above which totals eight years.

*Regular and active service as a member of an ad hoc or per diem panel requires that the individual has been assigned to and performed service in a substantial number of collective bargaining disputes.

Substitution: A master's degree in industrial and labor relations or the equivalent, or a law degree, may substitute for one year of experience; a PH. D. in industrial and labor relations or the equivalent may substitute for two years of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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