

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

Classification Standard

Occ. Code 8529200

Public Employment Conciliation Assistant 1, Grade 14 8529200
Public Employment Conciliation Assistant 2, Grade 18 8529210

Brief Description of Class

Positions in this series are responsible for overall administration and coordination of the NYS Public Employment Relations Board's (PERB) arbitration and mediation programs. Incumbents assist Mediators and/or Supervising Mediators with research and communications between interested parties and the delivery of mediation, conciliation, and labor-management committee services.

These positions are classified only at PERB.

Distinguishing Characteristics

Public Employment Conciliation Assistant 1: full performance level; performs assignments consistent with the overall administration and coordination of arbitration programs.

Public Employment Conciliation Assistant 2: advanced performance or first supervisory level; oversees the operation, compliance, and coordination of the arbitration process; and may supervise Public Employment Conciliation Assistant 1 or administrative staff.

All positions are in the non-competitive jurisdictional class.

Illustrative Tasks

Public Employment Conciliation Assistant 1

Reviews the demands, submissions, or petitions for arbitration for completeness including timeliness and the correct citation of the bargaining agreement or the Taylor Law provisions, the State Employment Relations Act (SERA) provisions, or the Farm Laborers' Fair Labor Practices Act provisions.

Establishes and maintains lists of arbitrators including resumes and per diem fees for review by the parties and ultimate selection and preferential ranking.

Notifies the parties in writing of the designation of the arbitrator and contact the arbitrator to inform them of the designation.

Consults the Director of Conciliation and/or Counsel when needed to determine necessary steps to achieve compliance with the process.

Receives and processes accounts receivable transactions.

Maintains thorough and complete records of arbitration matters including the statistical data.

Accesses and maintains the case management system, databases, spreadsheets, and other documents.

Contacts the parties to a particular case or their legal representatives to resolve areas of uncertainty in the procedures, time frames, etc.

Participates in seminars designed to inform the parties of PERB's Rules of Procedure as they apply to each of the arbitration processes.

Keeps close contact with the neutral chairperson, the advocate arbitrators selected by the parties, and the parties themselves due to the ridged time frames and inherent compulsion of the process in interest arbitration cases.

Works closely with interested parties and internal staff to ensure compliance with firm timeframes.

Researches issues and prepares reports.

May participate in the supervision of public and private employment representation elections, which may be conducted on site, remotely or via mail-in ballot.

Public Employment Conciliation Assistant 2

Independently performs the duties and activities of a Public Employment Conciliation Assistant 1.

May supervise and train Public Employment Conciliation Assistant 1 and/or administrative staff and perform the full range of supervisory duties.

Minimum Qualifications

Public Employment Conciliation Assistant 1

Non-competitive: a bachelor's degree;

OR an associate degree and two years of specialized experience*;

OR four years of specialized experience*.

Public Employment Conciliation Assistant 2

Promotion: one year of permanent service as a Public Employment Conciliation Assistant 1

Non-competitive: a bachelor's degree and two years of specialized experience*;

OR an associate degree and four years of specialized experience*;

OR six years of specialized experience*.

*Specialized experience is defined as general office experience in the field of labor-management law and labor-management relations primarily under the Taylor Law or similar collective bargaining laws.

**A master's degree may substitute for one year of specialized experience; a JD may substitute for two years of specialized experience; a PhD may substitute for three years of specialized 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.

2/2026

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