

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Job Title: Employee and Labor Relations Specialist

NJ CSC Title: Professional Services Specialist 2

Job Category: CWA - Confidential

Job Spec Code: 81270

Union Description: CWA State

Class Code: 21

Post Date: May 3, 2023

Close Date: N/A

Salary Range: P21/\$58,031.09 - \$82,157.57

External Salary Range: P21/\$58,031.09 - \$66,073.25

Salary Range is used to calculate promotional calculations for applicants who are current NJ state employees with underlying classified status if selected.

Position Summary:

This position provides confidential professional level administrative office support for the Office of Human Resources, Employee and Labor Relations Manager. The position works independently to review, understand and interpret union contracts and assists with processing employee discipline and grievances.

Main Responsibilities:

- Tracks, creates and organizes labor relations files and maintains confidentiality. Schedules meetings and/or investigative interviews and exit interviews. Prepares meeting agendas and takes and distributes meeting minutes. Updates the union contact lists. Processes union releases and access to premises. Distributes urgent communications campus-wide. Screens telephone calls for the Manager and responds to emails/phone calls as needed. Prepares correspondence.
- Analyzes employee discipline requests and makes recommendations to the Employee and Labor Relations Manager for charges and penalties. Collects information and gathers evidence to substantiate claims. Processes Preliminary Notices of Disciplinary Action (PNDA). Tracks appeals. Processes Final Notices of Disciplinary Action (FNDA). Logs cases on a spreadsheet and/or in the Labor Relations database. Distributes PNDAs and FNDAs. Assists with periodic audits. Responsible for ensuring that all time frames are met in accordance with Civil Service Commission's regulations and union contracts.

- Assures consistent interpretation of contractual provisions. In the absence of the Employee and Labor Relations Manager, provides advice and guidance to Managers and Supervisors regarding contractual matters or employee relations issues. Acts as a liaison between TCNJ and the Labor unions. Assists in the preparation of reports and updates policies and procedures as requested.
- Assists the Employee and Labor Relations Manager with researching complex cases wherein attendance and medical issues are having a negative impact on the department. Review employee's entitlements under applicable federal and state medical laws and worker's compensation laws and make recommendations to the Employee and Labor Relations Manager for determining the Department's position as it relates to discipline. Reviews incoming requests to place union employees on excessive sick leave notice. Tracks requests on a spreadsheet and alerts supervision when the time for requesting medical documentation has ended.
- Assists Management/Supervisors with questions regarding responses to Step 1 grievances and assists with the coordination of Step 2 grievances. May act as a Hearing Officer for Step 2 grievances. Writes hearing decisions that are clear and logical and contain histories, findings and conclusions.
- May conduct Administrative investigations by meeting with employees, supervisors and witnesses. Will draft and provide Employee and Labor Relations Manager the outcome of the findings.
- Conducts Hearing Officer and Management Representative Training. May schedule employees with the Employee Assistance Program (EAP).
- Clothing Maintenance Allowance, other projects as assigned.

Required Qualifications:

- Graduation from an accredited college with a Bachelor's degree. Two (2) years of technical work experience in the administration of negotiated contracts, grievance and disciplinary processing programs.
- Knowledge of modern administrative and other office routines, procedures, and practices, and their application to specific situations.
- Ability to read and interpret department regulations, programs, standards, and procedures. Ability to read and interpret NJCSC Title 4A and union contracts. Ability to type correspondence and reports, often of a complex and difficult nature, rapidly and accurately. Ability to act as confidential support to a Manager. Ability to organize and process administrative work, often of a confidential nature related to employee discipline and grievances.
- Strong written and oral communication skills.
- Ability to learn and utilize electronic equipment.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.

About TCNJ

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Application Instructions

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.