

VERMONT LABOR RELATIONS BOARD

EXECUTIVE DIRECTOR

Definition

Professional, specialized and technical work of a difficult and responsible nature involving legal, analytical, investigative, research, interpretative and decision drafting work for the Labor Relations Board. Chief administrative officer for the Board with overall responsibility for general administrative functions, fiscal matters and case management. Supervises the Board Clerk. Work is performed under the guidance, direction and general supervision of the Board Chairperson.

Examples of Work Performed

Factual investigation, legal research and legal decision writing concerning labor relations matters under Board jurisdiction. Administers case flow to ensure cases are handled efficiently and expeditiously. Primary responsibility for scheduling Board hearings. Ensures compliance with Board rules and practices in processing of cases. Ensures orderly presentation and ultimate disposition of cases. Meets with parties to investigate and/or informally attempt to resolve unit determination cases, unfair labor practice charges, grievances and other cases. Provides legal counsel to Board throughout the processing of cases and at hearings, takes notes of testimony, and responsible for the recording and preservation of testimony. Schedules Board meetings or conference calls to deliberate on cases and participates in deliberations. Drafts Board decisions.

Arranges procedures for and supervises union representation elections. May act as hearing officer in particular cases subject to assignment by the Board. Maintains list of mediators and fact finders.

Monitors legislative bills and testifies on behalf of Board before legislature. Serves as liaison with agency/department heads of other state agencies.

Prepares and revises publications to provide comprehensive reference sources for practitioners before the board (i.e., treatise on Vermont labor relations law, guide containing cumulative subject index of Board decisions and cumulative subject index and digest of Vermont Supreme Court decisions). Prepares Board Annual Report. Prepares a variety of statistical and informational reports for use of the Board and the public. Develops and recommends revisions in Board Rules of Practice. Responsible for public and media relations unless otherwise directed by the Board.

Works with Board to assess training needs for persons appearing before Board. Conducts training sessions for practitioners on presenting unit determination cases, unfair labor practice cases and grievances to the Board. Plans and administers labor relations conferences sponsored by the Board. Participates actively in training sessions and conferences sponsored by regional and national organizations of impartial government labor relations agencies (i.e., New England Consortium of State Labor Relations Agencies, Association of Labor Relations Agencies) with the approval of the Board Chairperson.

Plan, organizes, directs and reviews all budgetary and fiscal operations. Plans and develops Board budget. Monitors budget to ensure adequacy of funds and appropriateness of payments. Approves any expenditures by Board. Prepares financial reports.

Acts as human resources officer for the Board, which includes development and implementation of human resources policies. Recruits, recommends for hiring, and trains Clerk. Assigns and directs work of Clerk, and monitors work of Clerk to ensure it is done according to policies, procedures and practices. Evaluates performance of Clerk.

Required Knowledge, Skills and Abilities

Advanced knowledge of legal procedures, principles, methods and terminology required in the practice of law to perform legal research and independently prepare drafts of Board decisions.

Knowledge of labor law, labor relations and human resources practices in public and private sectors.

Knowledge of supervisory principles, practices and techniques.

Knowledge of principles and practices of public administration.

Ability to gather, analyze and interpret legal information.

Ability to work independently and to exercise initiative.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to assume a primary role in the administration and operation of the Board.

Ability to develop and function within a budget.

Ability to manage time and ensure efficient and expeditious handling of cases and administrative matters.

Ability to interact constructively with public, media and parties to cases filed with the Board.

Ability to exercise leadership role pursuant to stated public policies and provisions set forth in labor relations statutes administered by the Board.

Ability to act impartially and with integrity in accordance with the letter and spirit of governing labor relations statutes

Ability to work effectively with Legislature and Governor's Administration

Minimum Qualifications

Law degree with course work in labor relations and labor law or related field of study, plus a minimum of 3 – 5 years of experience in legal or labor relations matters in an investigatory, analytical or research capacity. An advanced degree in labor relations, public administration or a related field may be substituted for the experience requirement on a six months per semester basis, except that the requirement for at least one year of experience in labor relations matters may not be waived.

Salary

Minimum Hiring Salary	\$80,041
Maximum Hiring Salary	\$100,048
Maximum Salary	\$120,058

Equal Opportunity Employer

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.