



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

**HUMAN RESOURCES LABOR RELATION SPECIALIST-
PROVISIONAL**

SALARY: \$52,182

DEPARTMENT: PERSONNEL

LAST FILE DATE: 4/5/2024

DISTINGUISHING FEATURES OF THE CLASS:

The HR Labor Relation Specialist will assist with labor relations and human resources matters. This work involves the responsibility for managing and fostering positive relationships between the county and its employees. This role involves the enforcement of county policy and collective bargaining agreements as well as interpreting and applying labor laws, resolving workplace disputes, assisting in the negotiation of collective bargaining agreements, and promoting a collaborative and fair work environment. Work is performed under the supervision of the Personnel Officer with some leeway allowed for the exercise of independent judgment in a variety of employee relations areas.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS:

- A. Bachelor's degree from accredited college in Human Resources, Labor Relations, Business Administration, or a related field and one year experience in labor relations, personnel administration or related field. Or
- B. Associates degree or sixty (60) college credit hours from accredited college with a major in Human Resources, Labor Relations, Business Administration, or a related field and three years' experience in labor relations, personnel administration or related field.
- C. Graduation from high school and Five (5) years of the experience as outlined above;

Note: Professional certifications in Human Resource Management may substitute required education and experience.

****Provisional appointment pending the successful completion of the civil service exam and being reachable on the resulting list****

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.