



## Human Resources Job Family: **Employee Labor Relations/EEO Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

| Employee/Labor Relations Specialist II<br>INDIVIDUAL CONTRIBUTOR  | Employee/Labor Relations Specialist III<br>INDIVIDUAL CONTRIBUTOR  | Employee/Labor Relations Specialist IV<br>INDIVIDUAL CONTRIBUTOR   | Director Employee/Labor Relations<br>MANAGEMENT  |
|---|--|--|--|
|   |  | Provide strategic direction and leadership for the university's HR non-academic and labor relations functions with the university's nine (9) unions. | Direct, lead and shape broad-spectrum strategic planning and programming having significant impact across the university's colleges and units in Ithaca and in all regional offices and within the regional and broad community at large with high level of sensitivity and visibility to limit potential financial and legal liability/risk and reputational impact on university and its leadership. |
| Provide guidance and inform customers and colleagues throughout university, including supervisors, managers and HR representatives on labor & employee relations matters; assist with cases and conflicts in labor and employee relations matters. May be point of contact for union representatives with respect to dues and university resources. | Provide guidance and inform customers and colleagues throughout university, including supervisors, managers and HR representatives on labor & employee relations matters; assist and resolve cases and conflicts in labor and employee relations matters. Main point of contact for union representatives with respect to dues and university resources. | Consult and advise HR leadership across campus on matters related to union contracts.  | Provide significant expertise, principal consultation and input to University HR strategy through collaboration; ensure effective consultation for WPLR services to leadership and employees as appropriate.   |

| Employee/Labor Relations Specialist II<br>INDIVIDUAL CONTRIBUTOR   | Employee/Labor Relations Specialist III<br>INDIVIDUAL CONTRIBUTOR  | Employee/Labor Relations Specialist IV<br>INDIVIDUAL CONTRIBUTOR  | Director Employee/Labor Relations<br>MANAGEMENT  |
|--|--|---|--|
|  |  | Conduct EEO compliance activities (including Title VII, Title IX and ADA) and enforce related university policies, including policies prohibiting protected status discrimination and harassment, sexual assault and violence, and disability and religious accommodations. | Direct and oversee EEO compliance activities (including Title VII, Title IX and ADA) and enforce related university policies, including policies prohibiting protected status discrimination and harassment, sexual assault and violence, and disability and religious accommodations. |
|  |  | Lead and conduct university investigations under EEO policies involving faculty, staff and student investigations.  | Direct, lead and oversee university investigations under EEO policies involving faculty, staff and student investigations.   |
|  |  | Lead the development and implementation of all compliance-related trainings, including Title IX, labor relations, employee relations and policy interpretation.   | Develop and deliver effective subject specialty education and training to HR leadership and line managers.   |
| Prepare reports in conformance with legal requirements and/or organizational needs and provides related observations to support program improvements; perform research and evaluation of HR data in ongoing development in contract, policy, practices and procedures. | Ensure preparation of reports in conformance with legal requirements and/or organizational needs and provides related observations to support program improvements; perform research and evaluation of HR data in ongoing development in contract, policy, practices and procedures. | Ensure WPLR compliance with all legal and internal audit requirements, including preparation and filing of legally and internally required reports.   | Direct and promote WPLR compliance with all legal and internal audit requirements; directs preparation, filing of legally, and internally required reports.  |
|  |  | May develop and present programmatic recommendations for WPLR services, including financial and climate implications, to university and college/unit leadership.  | Develop and present programmatic recommendations for WPLR services, including financial and climate implications, to university and college/unit leadership.   |
|  |  |   | Design and implement operation of office of Workforce Policy and Labor Relations; establish positions and service structure, assigns responsibilities, recruits and hires, manages performance, development and rewards for staff; establishes service standards.                      |

| <b>Employee/Labor Relations Specialist II<br/>INDIVIDUAL CONTRIBUTOR</b>   | <b>Employee/Labor Relations Specialist III<br/>INDIVIDUAL CONTRIBUTOR</b>   | <b>Employee/Labor Relations Specialist IV<br/>INDIVIDUAL CONTRIBUTOR</b>   | <b>Director Employee/Labor Relations<br/>MANAGEMENT</b>  |
|--|---|--|--|
| May assist with administration of the university wide unemployment insurance program, administer policies, procedures and contract language for 6 bargaining units, review and recommend changes/updates to job descriptions and grade levels. | Administer the university wide unemployment insurance program, interpret and administer policies, procedures and contract language for 6 bargaining units, review and recommend changes/updates to job descriptions and grade levels. | Maintain and administer university level labor and employee relations, equal employment opportunity compliance for faculty and staff and student-employees, academic and non-academic human resource/personnel policies. | Plan, direct, design, maintain and administer university level labor relations in consultation with VP of Human Resources, equal employment opportunity compliance for faculty and staff and student-employees, academic and non-academic human resource/personnel policies, and unemployment insurance for all employees. |

**JOB FACTOR PROFILE TABLE**

| <b>FACTOR PROFILE</b>                               | <b>11822 EMPLOYEE/LABOR RELATIONS SPECIALIST II, BAND E</b>      | <b>11823 EMPLOYEE/LABOR RELATIONS SPECIALIST III, BAND F</b>                   | <b>11824 EMPLOYEE/LABOR RELATIONS SPECIALIST IV, BAND G</b>   | <b>11825 DIRECTOR EMPLOYEE/LABOR RELATIONS, BAND I</b>       |
|---|--|--|---|--|
| <b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b> | Bachelor's degree; up to 2 years experience or equivalent        | Bachelor's degree; more than 3, but less than 5 years experience or equivalent | Bachelor's degree; more than 5, but less than 7 years experience or equivalent                        | Master's degree; more than 10 years experience or equivalent |
| <b>IMPACT</b>                                       | Moderate impact  | Moderate impact  | Moderate impact   | Significant impact   |
| <b>CONTACTS - INSIDE</b>                            | Provide guidance to others<br>Coordinate activities              | Provide guidance to others<br>Coordinate activities                            | Persuading others to take a particular course of action<br>Coordinate major activities                | Contribute to group projects<br>Coordinate major activities  |
| <b>CONTACTS - OUTSIDE</b>                           | Provide information within pre-established documents or programs | Provide information within pre-established documents or programs               | Providing/receive guidance, advice or information that must be analyzed and developed by the position | Develop/make presentations/ negotiate with others            |
| <b>CONTACTS - STUDENTS</b>                          | Limited contact  | Limited contact  | Limited contact   | Limited contact  |

| <b>FACTOR PROFILE</b>            | <b>11822 EMPLOYEE/LABOR RELATIONS SPECIALIST II, BAND E</b>   | <b>11823 EMPLOYEE/LABOR RELATIONS SPECIALIST III, BAND F</b>   | <b>11824 EMPLOYEE/LABOR RELATIONS SPECIALIST IV, BAND G</b>  | <b>11825 DIRECTOR EMPLOYEE/LABOR RELATIONS, BAND I</b>   |
|----------------------------------|---|--|--|--|
| <b>SUPERVISION</b>               | Provide guidance, counsel and information to employees throughout the University in specific support areas  | Provide guidance, counsel and information to employees throughout the University in specific support areas   | Day-to-day supervision to employees within the dept  | Provide supervisory direction to other employees   |
| <b>COMPLEXITY</b>                | Focus on entire field and related areas   | Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills | Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills | Continually required to develop new, imaginative or innovative solutions, services, products, processes, and programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment |
| <b>LEVEL OF DECISION MAKING</b>  | Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities | Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students  | Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students  | Responsible for making decisions concerning policy-setting, research, planning or students   |
| <b>FREEDOM OF ACTION</b>         | General supervision<br>Some interpretation of established policies and procedures required  | General supervision<br>Some interpretation of established policies and procedures required   | Very general supervision<br>Interpretation of work policies and procedures, and, at times, deviation from standard work practices                                | Very general supervision<br>Interpretation of work policies and procedures, and, at times, deviation from standard work practices  |
| <b>EFFECT OF DECISION MAKING</b> | Directly affect an entire department<br>Moderate effect on students and employees   | Directly affect an entire department<br>Moderate effect on students and employees  | Directly affect an several departments<br>Significant effect on students and employees   | Decisions directly affect more than one college, school, administrative unit.  |
| <b>WORKING CONDITIONS</b>        | Normal working conditions.  | Normal working conditions  | Normal working conditions  | Normal working conditions  |