

Labor Conciliator

Job Code
4090D3

Job Title
Labor Conciliator III

Pay Grade
30

CONCEPT:

This is specialized and technical work investigating and mediating labor relations and employment standards disputes.

TASKS:

- Investigates complaints and gathers and organizes evidence concerning alleged violations of state regulatory or civil law or of fraud. Prepares a case file for a presentation to a superior or for a hearing.
- Testifies at hearings or in court to present evidence of violations and/or the accuracy or authenticity of records.
- Verifies employee interest in representation; assists in conducting larger public employee representation elections; assists in the certification of elections results.
- Provides information to interested parties regarding the provisions of Kansas labor relations laws and the rights of employers and employees.
- Conducts quasi-judicial wage claim hearings; evaluates evidence and testimony; issues findings of fact, conclusions of law, and court enforceable orders.
- Serves as elections agent for the agency in the scheduling, conduct, and verification of results in union representation elections; directs subordinate conciliators in the conduct of unit representation elections.
- Meets with petitioners and respondents as a mediator to resolve disputes and/or execute binding settlement agreements or consent orders on behalf of the agency.
- Conducts independent investigations of employment standards disputes; administers oaths and interviews affected parties to resolve issues.
- Presents information and reports and responds to inquiries from the public, officials and various groups concerning labor relations and employment standards laws and regulations.

LEVELS OF WORK

- Class Group consists of one class.

Labor Conciliator III: This is administrative or supervisory work conducting quasi-judicial unfair labor practice, unit determination, and employment standards hearings; investigating and mediating complex situations; or developing and supervising training programs for subordinate conciliators and ad hoc third party neutrals. Work also includes meeting with a variety of officials to intervene in and propose solutions to complex labor disputes, including large municipality/employee wage and benefit disputes, teacher salary regulations and worker strike, prior to need for mediation or arbitration.

Minimum Requirements: Three years of experience in labor relations work. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/16