



HR Coordinator – Labor Relations Long Island, NY

BNL Job ID 1585

Organizational Overview

Brookhaven National Laboratory is a multipurpose research institution funded primarily by the U.S. Department of Energy's Office of Science. Located on the center of Long Island, New York, Brookhaven Lab brings world-class facilities and expertise to the most exciting and important questions in basic and applied science—from the birth of our universe to the sustainable energy technology of tomorrow. We operate cutting-edge large-scale facilities for studies in physics, chemistry, biology, medicine, applied science, and a wide range of advanced technologies. The Laboratory's almost 3,000 scientists, engineers, and support staff are joined each year by more than 4,000 visiting researchers from around the world. Our award-winning history, including seven Nobel Prizes, stretches back to 1947, and we continue to unravel mysteries from the nanoscale to the cosmic scale, and everything in between. Brookhaven is operated and managed by Brookhaven Science Associates, which was founded by the Research Foundation for the State University of New York on behalf of Stony Brook University, and Battelle, a nonprofit applied science and technology organization.

Department Overview

The Human Resources Directorate oversees talent management, benefits, labor relations, compensation, inclusion and diversity, occupational medicine, and the guests and users visitors' center. The Labor Relations Dept. ensures the successful implementation and compliance of the collective bargaining agreement between the various unions and Laboratory management.

Position Description

The Labor Relations Dept. has an opening for a **Labor Relations Coordinator**. This position reports directly to the Manager of Labor Relations. The primary responsibilities of this administrative position is to ensure the successful implementation and compliance of the collective bargaining agreement between the various unions and Laboratory management; help

monitor and administer Laboratory policies; take accurate notes at various department hearings and meetings; search various Laboratory databases for past practices and the accurate and timely collection of exhibits for arbitrations.

Major Duties and Responsibilities:

- Provide administrative support to the Manager, Labor Relations and the Labor Relations team.
- Coordinate the administration of grievances, including input into spreadsheets, distribution to appropriate parties, arranging payments and logging into files.
- Manage a meeting calendar for planned and often spontaneous requests.
- Receive, distribute, log and file arbitration notices. Coordinate with inside and outside counsel and labor arbitrators; set up and coordinate follow-up meetings.
- Arrange for payments utilizing the requisition process in PS Financials
- Attend arbitration hearings to develop relationships with arbitrators and attorneys.
- Set up training sessions on multiple topics, identify appropriate attendees, track attendance and prepare slides as requested.
- Obtain copies of all employee disciplines, log and distribute to staff.
- Prepare monthly, year-to-date and prior year Labor Relations metrics comparison chart.
- Coordinate bargaining process for three union contracts; participate in sub-teams as requested; set up meetings; prepare all necessary PowerPoint slides or documents; proofread new contract documents; make revisions to contract drafts as required; and type up bargaining notes.
- Prepare training materials and set up meetings with supervisors.
- Input documents into database system, and research database as requested for relevant documents.
- Process travel arrangements for Labor Relations staff.
- Monitor office supplies, place orders and respond to equipment malfunctions.

Required Knowledge, Skills and Abilities:

- Demonstrated excellence in office management and administration in support of a function similar to Labor Relations/Legal.
- At least eight years of relevant office experience.
- Bachelor's degree in a business field with coursework, or training, specifically related to the position requirements may offset qualifying experience on a basis of 2:1 (experience:college) years.
- Highly proficient in Microsoft Office Suite, with emphasis on PowerPoint (including graphics and charts), Excel, Word and knowledge of, or ability to learn, SharePoint.
- Excellent written and verbal communication skills. Able to communicate effectively and tactfully with all levels of employees and contractors.
- Able to multi-task and be detailed-oriented. Proven ability to work well in a deadline-driven environment.
- Discreet and able to maintain confidentiality.
- A team player with a client service focus.

Preferred Knowledge, Skills, and Abilities:

- Bachelor's degree in a related field with coursework or training specifically related to the position requirements.
- Previous experience in Labor Relations, legal or paralegal work.
- Knowledge of Laserfiche, Access or similar databases.
- Proficiency in PeopleSoft highly desired.

Other Information:

At Brookhaven National Laboratory we believe that a comprehensive employee benefits program is an important and meaningful part of the compensation employees receive. Our benefits program includes, but is not limited to:

- Medical Plans
- Dental Plans
- Vacation
- Holidays
- Life Insurance
- 401(k) Plan
- Retirement Plan
- Paid Parental Leave
- Swimming Pool, Weight Room, Tennis Courts, and many other employee perks and benefits

Brookhaven National Laboratory (BNL) is an equal opportunity employer committed to ensuring that all qualified applicants receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, status as a veteran, disability or any other federal, state or local protected class.

BNL takes affirmative action in support of its policy and to advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

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