

Job Description

Director of Employee and Labor Relations - 1802764



Position Summary

Stony Brook University Hospital has an upcoming opening for an exceptional individual to lead the employee and labor relations activities as the Director of Employee and Labor Relations for Stony Brook University Hospital, a complex and highly-unionized environment. This position provides comprehensive leadership and guidance to the Hospital leadership team regarding labor relations with the express purpose of maximizing the effectiveness of processes that promote the organization's strategic objectives. This position reports to the Associate Chief Human Resources Officer and Hospital Associate Director, and is instrumental in the Hospital Chief Human Resources Officer's central goal to assist the organization in creating and implementing a distinctive and innovative HR brand which encompasses staff retention, business partnership, and performance management and employee satisfaction.

Duties of the Director of Employee and Labor Relations include, but are not limited to the following:

- Supervise professional and support office staff.
- Ensure the interpretation and consistent administration of policy, collective bargaining agreements.
- Work closely with SUNY Counsel's office; Office of Institutional Diversity and Equity
- Oversee and participates in the development and delivery of staff, supervisory and executive training and education.
- Represent senior management in all meetings with union representatives.
- Provide regular reports to leadership.
- Act as the primary liaison with SUNY System Administration Office of Employee Relations, the Governor's Office of Employee Relations, local and regional collective bargaining unit leadership and staff.
- Work collaboratively with labor relations staff at the Long Island State Veteran's Home and Stony Brook University Schools of the Health Sciences, School of Medicine and campus.
- Build, develop and maintain a highly skilled labor relations team to support the organization.
- Ensure the interpretation and consistent administration of the State collective bargaining agreements for UUP, CSEA, and PEF.
- Build and maintain relationships with constituents to facilitate the successful management of the responsibilities of the office.
- Develop and adhere to measurements of success in accomplishing these responsibilities and incorporating best practices in these measures.
- Ensure that Labor/Employee Relations staff effectively serve as University representatives in all matters pertaining to management decisions in disciplinary actions, grievance decisions, transfers, separations, wage adjustments, and time and attendance issues relating to State employees.
- Direct Labor/Employee Relations staff to serve as advisors to department administrators, supervisors, and managers in the application of bargaining unit agreements, Civil Service Law, University policies and procedures, State regulations, and federal law, as they pertain to the workplace.

- Act as liaison with SUNY System Administration Labor Relations, Governor's Office of Employee Relations, and bargaining unit officials. Work closely with legal counsel at the University.
- Undertake interrogations and participate in hearings or delegate this function to Labor Relations staff as appropriate.
- Represent senior management in all meetings with Union Representatives.
- Oversee and participate in the development and delivery of training sessions, detailing bargaining unit agreements, counseling methods, disciplinary process, etc.
- Work closely with Office of Institutional Diversity and Equity (OIDE) with regard to Title IX investigations involving employees. Serves as primary referral point for the Title IX Coordinator. Maintains up-to-date knowledge of Title IX.
- Serve as the Labor Relations liaison for Title IX sexual misconduct cases where the respondents are employees and/or staff. Works with the Title IX Coordinator to strategize best approach for joint investigation whenever possible, to help minimize the amount of time a complainant needs to retell their story.
- Serve as a Review Panel member for Title IX hearings and attend ongoing training.
- Serve on the Title IX Committee (representatives from University, Police, University Community standards, Labor Relations, and OIDE.)
- Serve as a Deputy Title IX Coordinator, operate as a reporting center for Title IX incidents, and attend regular deputy meetings.
- Co-facilitate Title IX and P208 (Policy on Relationships) Training to departments across campus.
- Is a member of the SUNY Title IX Coordinators Association (STIXCA) and represent the University at SUNY meetings.
- Work with the Title IX Coordinator to generate statistical numbers for reporting purposes.
- Travel is required.

Required Qualifications: Master's degree in related field, or Law degree. Minimum of ten (10) years full-time, current experience in labor relations/employee relations in a public/private corporation. A minimum of seven (7) years supervisory experience of professional level staff. Extensive, current experience with collective bargaining agreements to include negotiation, interpretation, compliance, education and enforcement at the pre-arbitration level. Experience creating policy. Exceptional problem solving and critical thinking when addressing organizational issues. Demonstrated ability to think strategically and innovatively while supporting hospital-wide initiatives. Excellent interpersonal skills and the ability to communicate and negotiate with people at all levels. Hands on experience conducting investigations, drafting charges. Exceptional integrity, ethics and business acumen. Expert level knowledge regarding NYS and Federal laws, regulations related to employment and labor relations. Transparent and collaborative leader comfortable leading and supporting change in a complex environment.

Preferred Qualifications: Large, academic medical center experience. Experience with hospital workforce and operations. Public sector labor relations experience. Experience supervising professional level staff. Working knowledge of NYS Taylor Law and NYS Civil Service

Special Notes: The Search Committee will begin the review of applications on 9/11/18 and continue until the position is filled.

Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.

All Hospital positions are subject to changes in pass days and shifts as necessary. This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.

The selected candidate must successfully clear a background investigation. *Prior to start date*, the selected candidate must meet the following requirements: Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health

Services (The hiring department will be responsible for any fee incurred for examination), submit (3) written references, and provide a copy of any required New York State license(s)/certificate(s). Please be advised that failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

About Stony Brook Medicine:

The best ideas in medicine start with the best people. At Stony Brook Medicine, our highest calling is to put the power of ideas to work in our patients' lives. Stony Brook Medicine integrates and elevates all of our health-related initiatives: education, research and patient care. Stony Brook Medicine is Long Island's premier academic medical center. With 603 beds, we serve as the region's only tertiary care center and Level 1 Trauma Center, and are home to the Stony Brook Heart Institute, Stony Brook Cancer Center, Stony Brook Children's Hospital, Stony Brook Neurosciences Institute, and Stony Brook Digestive Disorders Institute. We also encompass Suffolk County's only Level 4 Regional Perinatal Center, state-designated AIDS Center, state-designated Comprehensive Psychiatric Emergency Program, state-designated Burn Center, the Christopher Pendergast ALS Center of Excellence, and Kidney Transplant Center. It is home of the nation's first Pediatric Multiple Sclerosis Center.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We are committed to the creation of a diverse and inclusive campus climate. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

This function/position has been designated as "essential." This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at [\(518\) 474-6988](tel:5184746988) or via email at info@goer.ny.gov.

IF YOU NEED A DISABILITY-RELATED ACCOMMODATION, PLEASE CALL THE UNIVERSITY HUMAN RESOURCE SERVICES DEPARTMENT AT (631) 632-6161 OR THE UNIVERSITY HOSPITAL HUMAN RESOURCES DEPARTMENT AT (631) 444-4700.
IN ACCORDANCE WITH THE TITLE II CRIME AWARENESS AND SECURITY ACT, A COPY OF OUR CRIME STATISTICS IS AVAILABLE UPON REQUEST BY CALLING (631) 632-6350. IT CAN ALSO BE VIEWED ON-LINE AT THE UNIVERSITY POLICE WEBSITE AT <http://www.stonybrook.edu/police>

Official Job Title: Senior Personnel Associate

Job Field

: Human Resources

Primary Location

: US-NY-Stony Brook

Department/Hiring Area: Hospital Human Resources - Office of Labor Relations-Stony Brook University Hospital

Schedule

: Full-time Day Shift Professional Obligation **Pass Days:** Sat, Sun

Posting Start Date

: Oct 18, 2018

Posting End Date

: Ongoing

Salary: Commensurate with experience

Salary Grade: MP4

Apply Online at: <https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=1802764&tz=GMT-04%3A00>