

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: NEGOTIATIONS INFORMATION MANAGER

TITLE #: 1437

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the collection and compilation of information relative to bargaining unit negotiations and/or settlements from the component school districts of the Orange-Ulster BOCES and the preparation of a variety of reports based on the information. The position also maintains and prepares all Cooperative Service Agreements (Co-Sers) between BOCES and its component schools districts in accordance with State Education Department requirements. Work is performed under the general supervision of the Assistant Superintendent with latitude allowed for independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects and maintains current bargaining unit contracts from component school districts, updating information as new settlements are reached, and creates reports which analyze and contrast the agreements (i.e. salary rankings, salary schedules, benefits, etc.);

Creates customized reports from collected contract information as requested by a participating school district (i.e. comparisons of salaries and benefits, projected costs, etc);

Oversees the contract analysis process and assures that reports are completed within a specific time frame;

Prepares and updates all Cooperative Service Agreements between Orange-Ulster BOCES and its component school districts in accordance with guidelines and timeframes established by the State Education Department;

Maintains communication with all component school districts and the NYS Education Department on a continuing basis to discuss Cooperative Service Agreements and bargaining unit contracts;

Utilizes database, spreadsheet and word processing software in the compilation of information and reports and the preparation of correspondence regarding Cooperative Service Agreements, union contracts and any other services provided by BOCES;

Maintains constant contact with the business office regarding budget, cost formula for services and end of the year billing for Cooperative Service Agreements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern office practices, procedures and equipment; thorough knowledge of database, spreadsheet and word processing software; good knowledge of English and business math; ability to create reports and analysis utilizing database and spreadsheet software; ability to read and interpret complex written material; ability to gather facts, analyze data and produce complete and thorough reports; ability to work independently; ability to communicate clearly both orally and in writing; ability to develop and maintain effective working relationships; ability to formulate and initiate administrative plans and procedures and to direct their application; computer skill involving database, spreadsheet and word processing software; tact and courtesy; thoroughness and dependability; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credits at a regionally accredited or New York State approved college or university and two (2) years of paid work experience as a Legal Secretary, Legal Assistant, Paralegal or work involving contract interpretation and report preparation; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Required experience in (A), (B), and (C) must have involved the use of word processing, spreadsheet and database software.

ADOPTED: 2/8/00

JANUARY 14, 2002

MEMO TO THE RECORD:

RE: DEFINITION OF "CONTRACT INTERPRETATION AND REPORT PREPARATION" -
NEGOTIATIONS INFORMATION MANAGER

This is work involving reading, understanding and interpreting collective bargaining agreements, labor contracts, or bargaining unit contracts, and preparing reports based on interpretation and/or analysis of such contracts.