

MEDIATOR

KIND OF WORK

Highly responsible mediation and conciliation work in settling all types of labor-management disputes.

NATURE AND PURPOSE

An employee in this class is responsible for developing and encouraging a good labor relations atmosphere in the State of Minnesota by working with labor and management groups in both the public and private sectors. The employee works under the general direction of the Director of the Bureau of Mediation Services. Work is reviewed in terms of results achieved, but the employee has complete freedom to independently develop mediated settlements for contract negotiations, grievances, and unfair labor charges. A Mediator may recommend that the Director exercise his power of subpoena and his authority to make determinations in unit determination hearings. Work involves considerable travel and employees may be expected to work long and irregular hours in settling disputes. This is the only professional level classification in the Bureau of Mediation Services, aside from the Director, involved in Mediation of labor-management disputes.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conducts unit determination hearings and makes written recommendations to the Director of the Bureau of Mediation Services as to the bargaining unit and eligible voters.

Conducts bargaining agent elections for the certification or de-certification of bargaining agents.

Mediates settlements of labor-management disputes dealing with unfair labor charges, grievances, and contract negotiations.

Rules on the relevancy of material presented in formal hearings and passes on the validity of objections raised by legal counsel.

Acts as a source of information and participates in training programs and seminars for various community groups.

Prepares special studies and reports as required.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of collective bargaining techniques.

Extensive knowledge of Minnesota and applicable federal labor laws and current mediation and conciliation techniques and the ability to interpret and apply them in the solution of labor disputes.

Extensive knowledge of current labor problems, labor organizations, and labor market trends.

Extensive knowledge of current trends in labor-management needs, demands and settlements.

Ability to:

Make independent decisions under trying conditions such as irregular and protracted hours of work.

Make independent investigations and to conduct hearings, meetings and elections and make appropriate determinations.

Establish and maintain effective working relationships with representatives of labor and management.

Prepare comprehensive reports.

Est.: 3/41 T.C.: 7/61, 5/66, 7/67, 4/70

Ckd.: 3/73, 11/92 Former Title(s): Labor Conciliator II

Rev.: Assistant Labor Conciliator

Assistant Labor Conciliator I

Assistant Labor Conciliator II