

**Posting Date: March 23, 2017**

**Position Series Titles: Trial Examiner, Assistant Trial Examiner, located in Albany**

**Description:**

The New York State Public Employment Relations Board (PERB) seeks to fill one position in its Trial Examiner series of titles to meet the agency's mission of providing labor-management relations services under the Public Employees' Fair Employment Act (commonly referred to as the Taylor Law) and the New York State Employment Relations Act. Length of time and specific experience in the field of labor-management law and labor-management relations will determine which titles are appropriate for a selected candidate. The position being filled is located in the Albany office.

**Duties Description - Trial Examiner:**

Under the general direction of the director and assistant director, a trial examiner performs appropriate duties consistent with the mission of the Public Employment Practices and Representation Office of the Board. Pursuant to the Rules of the Board, a substantial amount of time is spent by the trial examiner in the preparation for, and conduct of prehearing conferences, assisting the parties to reach an agreement, and in the conduct of hearings if resolution is not possible. The trial examiner engages in legal research and prepares correspondence and other writings in response to inquiries received from PERB's constituents, as well as appearing before clientele groups. The trial examiner prepares a proposed decision in representation matters and in improper and unfair labor practice cases a decision which, in both types of cases, contains a statement of the issue and relevant facts, together with a discussion and analysis of appropriate precedents, and becomes binding on the parties if it is not appealed to the Board.

**Minimum Qualifications - Trial Examiner:**

Admission to the New York State Bar and six years of substantial experience in the field of labor-management law and labor-management relations primarily under the Taylor Law or similar collective bargaining laws including but not limited to experience as a neutral deciding or resolving disputes over terms and conditions of employment or representation issues or as an employer or union advocate in the adjudication and resolution of such labor-management disputes.

**Title Information - Trial Examiner:**

This unrepresented Non-Competitive Phi Tag position is graded M3 on the New York State Management Confidential salary schedule.

**Duties Description - Assistant Trial Examiner:**

Under the supervision of the director, assistant director or a trial examiner, the assistant trial examiner performs all of the duties of a trial examiner in less complex matters. Specifically, the assistant trial examiner conducts legal and factual research for use in the preparation of correspondence, legal opinions, cases for court trial or quasi-judicial hearings; investigates representation, improper and unfair labor practice, and management/confidential matters to ascertain facts prior to the litigation of legal issues; proposes findings of fact and conclusions of law to be included in confidential memoranda; assists the trial examiners generally in preparation of decisions in improper and unfair labor practice cases; develops background information for hearings and conferences. Assists and conducts elections and less complex hearings and conferences.

**Minimum Qualifications - Assistant Trial Examiner:**

Admission to the New York State Bar and four years of substantial experience in the field of labor-management law and labor-management relations primarily under the Taylor Law or similar collective bargaining laws including but not limited to experience as a neutral deciding or resolving disputes over terms and conditions of employment or representation issues or as an employer or union advocate in the adjudication and resolution of such labor-management disputes.

**Title Information - Assistant Trial Examiner:**

This unrepresented Non-Competitive Phi Tag position is graded M1 on the New York State Management Confidential salary schedule.

**How to Apply:**

Please email a cover letter to Chairperson John F. Wirenius with a resume, writing sample, and a list of three references including one management representative and one labor representative to [perbinfo@perb.ny.gov](mailto:perbinfo@perb.ny.gov) with the subject line “Application for Trial Examiner Series” followed by your name. Applications received **on or before April 10, 2017** will be considered. PERB is an equal opportunity employer and does not discriminate on the basis of race, age, ethnicity, disability, sexual orientation, gender, military status, religion or any other prohibited category.