

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

LABOR CONCILIATOR

POSITION CODE: 22750

Effective: 7-1-70

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs general duty investigational and mediation work in the conciliation of labor disputes between employees and employers; investigates and makes field inquiries to secure information relating to the cause of labor disputes between employees or employee organizations and employers; conducts conciliation meetings.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Investigates labor disputes to determine cause for disagreement.
2. Interviews labor union representatives, employers, pickets and others concerned in order to obtain the complete information necessary in making recommendation for subsequent action.
3. Promotes discussions between aggrieved parties in an attempt to bring about settlement of differences.
4. Conducts conciliation meetings and formal hearings on technical cases where interested parties are represented.
5. Prepares written report of findings and recommendations.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably supplemented by courses in labor law and labor problems.

Requires three years professional experience in industrial relations, the negotiation of labor disputes and contracts or general business management.

Knowledges, Skills and Abilities

Requires extensive knowledge of labor law and the procedures involved in conciliation, arbitration, mediation and other negotiations for the settlement of labor disputes.

Requires extensive knowledge of labor organizations and their legal basis, industrial personnel and labor problems.

Requires working knowledge of applicable state and federal labor laws.

Requires ability to prepare comprehensive reports with recommendations.

Requires ability to judiciously make investigations and conduct hearings and conferences.

Requires ability to impartially judge a situation upon the basis of satisfactory evidence.