



CITY OF DETROIT
invites applications for the position of:
**Administrator of Labor
Relations IV**

SALARY: \$84,461.00 - \$110,775.00 Annually

OPENING DATE: 06/28/18

CLOSING DATE: 10/31/18 11:59 PM

DESCRIPTION:

The major functions performed by an Administrator of Labor Relations include labor contract preparation and application, and settlement of grievances and compliance with required City of Detroit, State of Michigan and federal laws and regulations. Key duties include performing all of the prescribed steps in the grievance process, review, study, and other analysis and evaluation of work assigned. The Administrator of Labor Relations serves as the City's advocate in labor/management relations matters and grievance resolution.

EXAMPLES OF DUTIES:

- Assumes responsibility for division operations in the absence of superiors.
- Attends negotiation sessions, conferences and meetings, and participates in discussion of assigned issues.
- Collects and prepares general and technical information for labor negotiation proceedings.
- Conducts hearings and investigations and formulates management's response to individual employee and union grievances.
- Consults with, advises, and furnishes information to division heads, department heads and human resources providers on a variety of labor relations issues.
- Develops contract language and proposals for economic and non-economic provisions.
- Drafts proposed responses to Union inquiries ensuring compliance with applicable laws and rules.
- Gathers information, meets with appropriate parties and prepares reports and related documents.
- Instructs and trains staff on requirements, policies, procedures and best practices for the provision of labor relations services.
- Investigates and replies to inquiries and complaints challenging policies and actions of management.
- Investigates, analyzes and makes recommendations to proposals and issues submitted by management and union representatives.
- Participates in joint activities with other department functions to address labor relations issues.
- Prepares reports, charts, tables and graphs on existing rates, proposed rates and rate studies.
- Represents management in labor negotiations, conferences and grievance hearings.
- Researches pertinent labor laws, mediation board and court decisions, previous contracts, current contracts and related materials of other jurisdictions and private organizations.
- Resolves complex issues relating to the application of rules, policies and procedures as they pertain to general and specific cases and assures consistency in application.
- Serves on committees and teams for special projects and initiatives.

Administrator of Labor Relations I – This is an entry level position in this series. Incumbents assist higher-level professionals in the conduct of their duties and/or perform specific tasks as directed. Work is reviewed at frequent intervals for accuracy, adherence to goals and technical soundness.

Administrator of Labor Relations II – This is the full-performance level in this series. It is distinguished by the performance of the full range of duties assigned, often with limited guidance from higher level professionals. The work of the Administrator of Labor Relations II is reviewed only as appropriate for the specific task or program.

Administrator of Labor Relations III – This is the senior level of this series in which an employee acts as a subject matter expert and/or in a leadership type of role. They perform a wide scope of responsibilities. Employees may perform duties which have City-wide impact and involve working with a wide variety of individuals and groups. The work of an Administrator of Labor Relations III is reviewed on an as-needed basis.

MINIMUM QUALIFICATIONS:

Education

- Bachelor's degree with specialization in labor relations, human resources, public or business administration or a related field.

Experience

- Four to five (4-5) years of recent experience in significantly advanced levels of responsibility in labor relations or human resources activities which have included negotiation and administration of collective bargaining agreements.

License/Certificates

May be required to periodically participate in continuing education opportunities in related professional development categories.

Equivalency

Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

SUPPLEMENTAL INFORMATION:

**PLEASE ATTACH A RESUME TO THE APPLICATION
(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Subjects and Weights:

- Oral Appraisal - 70%
- Evaluation of Training, Experience, Personal Qualifications (TEP) – 30%
- Total of Oral Appraisal & Evaluation of TEP - 100%

Interested candidates please apply for Position #2017410750428 - ADMINISTRATOR OF LABOR RELATIONS IV online at <https://www.governmentjobs.com/careers/detroit/jobs/2126498/administrator-of-labor-relations-iv?pageType=jobOpportunitiesJobs>