

# SMART Bus is Hiring!



**SMART is currently accepting online applications for a Labor Relations Specialist.**

**To apply, please visit SMART's website at: [www.smartbus.org](http://www.smartbus.org)**

**Starting Pay:  
\$55,786**

## Labor & Employee Relations Specialist

SMART is southeast Michigan's regional public transportation provider offering convenient, reliable and safe transportation for Macomb, Oakland and Wayne Counties.

Under general supervision, the Specialist represents the Authority in addressing, investigating and resolving labor issues between management and its labor force, ensuring consistent application of Authority contracts, rules, regulations, policies, procedures and disciplinary guidelines.

### Duties and Responsibilities

- Investigates, researches and responds to union grievances. Meets with union officials at grievance meetings as Authority representative and submits written dispositions for review.
- Investigates unemployment claims, prepares responses and protests where applicable; may represent the Authority at hearings.
- Consults and advises management on disciplinary and contractual matters to ensure consistent application of Authority rules, regulations, policies, corrective action and compliance with contractual provisions. Provides recommendation for revision and/or implementation of new policies, procedures, etc.
- Assists in internal employee investigations as assigned.
- Assists in development, implementation and revision of work rules and disciplinary procedures governing bargaining unit employees.
- Assists in preparation for arbitration hearings.
- Assists in preparation for and negotiation of Authority's labor agreements
- Participates in new hire orientation process by providing summaries of work rules and employee benefits.
- Assists with the administration of the layoff and recall process resulting from reductions in workforce.
- Maintains and distributes seniority lists for bargaining unit employees.
- Records disciplinary action statistics for EEO reporting purposes.
- Organizes and maintains records related to employee grievances, unemployment claims, arbitration hearings and awards, layoff and recall processes and bargaining unit seniority lists.
- Performs other related duties as assigned.

*SMART is an EEO employer and offers a competitive benefits program.*



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## Minimum Requirements

- A Bachelor's degree in Human Resources Management, Business Administration, Public Administration or related field.
- Four years of experience in Human Resources with at least two years of experience in labor relations including grievance handling.
- Knowledge of federal and state agencies and regulations which govern employment (i.e., Michigan Employment Relations Commission (MERC), Equal Employment Opportunity Commission (EEOC), Michigan Department of Civil Rights (MDCR) and Michigan Department of Labor (MDOL).
- Ability to analyze oral and written information quickly and accurately and make decisions under pressure.
- Ability to develop and maintain effective working relationships with all levels of Authority personnel and outside contacts.
- Ability to write and express one's self in a clear, logical and comprehensible manner.
- Proficient in the use of Windows-based MS Word and MS Excel applications.

SMART offers a competitive benefits package, defined benefit pension, employee transportation pass, tuition reimbursement, and paid vacation and holidays.

Interested candidates may apply online at <https://www.smartbus.org/> or submit a resume by email to Human Resources at [HR@smartbus.org](mailto:HR@smartbus.org).

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