

LABOR RELATIONS OFFICER

Recruitment #1506-5024-001

List Type Original

Requesting Department DER - ADMINISTRATION

Open Date 7/10/2015 4:35:00 PM

Filing Deadline 7/31/2015 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

Benefits of working for the City of Milwaukee include the following: 1) defined benefit pension plan; 2) 457 deferred compensation plan; 3) health and dental insurance; 4) long-term disability insurance; 5) group life insurance; 6) paid vacations, holidays, and sick leave; and 7) tuition reimbursement.

PURPOSE

Under the direction of the City Labor Negotiator, the Labor Relations Officer acts as spokesperson negotiating labor agreements with large public safety unions; assists in the preparation and presentation of the City's case in interest and grievance arbitration proceedings; reviews all contemplated contract settlements, memoranda of understanding, grievance settlements, and related matters for conformance to goals and objectives of the Division of Labor Relations; and assumes responsibility for monitoring, analyzing, and developing proposals and policy recommendations in important issue areas. Under current law, three unions have full bargaining rights: the Milwaukee Police Association (MPA), the Milwaukee Police Supervisors' Organization (MPSO), and International Association of Fire Fighters (IAFF) Local 215-Milwaukee Professional Fire Fighters. In addition, the person in this position will support other human resources functions, i.e., employee compensation, equal employment opportunity, and unemployment. The Labor Relations Officer exercises the highest degree of integrity and discretion in the performance of his or her duties.

The City's labor relations activities are governed by the Municipal Employment Relations Act (MERA), Chapters 111.70 and 111.77, Wis.Stats.; regulations of the Wisconsin Employment Relations Commission (WERC); federal laws, and City of Milwaukee ordinances.

ESSENTIAL FUNCTIONS

Labor Relations:

- Administer existing contracts and provide guidance to management regarding labor contract interpretation, application, and enforcement.
- Provide guidance regarding Milwaukee Code of Ordinance-Chapter 350, and Milwaukee Salary Ordinance interpretation, application, and enforcement.
- Research policies and best practices, prepare analysis, and make recommendations.
- Draft proposals and develop contract language.
- Act as spokesperson during the collective bargaining process.
- Act as independent reviewer at the third step of the discipline grievance process.
- Collect, organize, and present data in support of bargaining strategy.
- Perform multifactor data and cost analyses; organize and present data for collective bargaining agreements, mediation, interest, and grievance arbitration proceedings.
- Testify at grievance and interest arbitrations.
- Design and conduct surveys of comparable jurisdictions on a broad range of issues; maintain survey results.

Labor Relations Officer (Dept. of Employee Relations)

Activities Supporting Human Resources Functions:

- Ensure compliance with federal and state EEO laws, local ordinances, and civil service regulations.
- Investigate employment practices; document and recommend remedies.
- Advise managers on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures, and classification programs.
- Provide information, technical assistance, or training to supervisors and managers on topics such as employee supervision, hiring, grievance procedures, or staff development.
- Support pay administration, compensation, and benefit administration programs.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in industrial or labor relations, labor economics, human resources management, public administration, or a related field from an accredited college or university, **AND**
2. Five years of significant labor relations or public sector employee relations experience, including two years of public sector labor relations experience AND experience as spokesperson on a negotiating team.
 - *Equivalent combinations of education and experience may also be considered.*
 - **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*
3. Experience in preparing and/or presenting cases in final and binding interest and grievance arbitration proceedings.
4. Valid Wisconsin driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

Master's degree in a related field such as human resources or labor or industrial relations.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of collective bargaining, contract and grievance administration, and interest and grievance arbitration.
- Extensive overall knowledge of operating conditions and problems under labor contracts and pertinent legal and administrative requirements particularly applicable to large public sector organizations.
- Knowledge of and ability to understand and interpret Municipal Employment Relations Act (MERA) and Wisconsin Employment Relations Commission (WERC) proceedings.
- Knowledge of bargaining issues such as health care cost containment and pensions.
- Knowledge of municipal government and public sector human resources management, in particular compensation and equal employment opportunity issues.

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- Ability to read and interpret a wide variety of materials, including periodicals, legislation, policies, reports, and technical publications.
- Working knowledge of contract costing and ability to make accurate calculations.
- Written communication skills and the ability to draft and edit proposals and correspondence.
- Oral communication and presentation skills.
- Negotiation, persuasion, and consensus-building skills.
- Interpersonal skills; ability to establish working relationships with City and Union officials.
- Ability to work well independently, yet work in concert with the City's Labor Negotiator.
- Critical thinking skills: analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to perform under pressure.
- Ability to use the advanced features of various software applications, particularly spreadsheets, word processing, and the Internet.
- Knowledge of research methods and ability to conduct research and perform surveys effectively.
- Ability to plan, prioritize, organize, and accomplish work within deadlines.
- Honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

THE CURRENT STARTING SALARY (PG 2JX) for City of Milwaukee residents is **\$62,338** annually, and the non-resident starting salary is **\$60,809**. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **July 31, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.