

# LABOR NEGOTIATOR

Recruitment #1609-5470-001

**List Type** Exempt

**Requesting Department** DEPT OF EMPLOYEE RELATIONS

**Open Date** 9/14/2016 4:30:00 PM

**Filing Deadline** 11/7/2016 11:59:00 PM

**HR Analyst** Marti Cargile

## INTRODUCTION

*\* THIS POSITION IS EXEMPT FROM CIVIL SERVICE \**

*Pursuant to 62.51 (1) (a) of the Wisconsin Statutes, this non-civil service position is appointed by the Mayor and requires confirmation by the Milwaukee Common Council.*

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

## PURPOSE

The Labor Negotiator serves as a member of the Mayor's cabinet and is the City of Milwaukee's chief spokesperson and agent in labor relations matters. The Labor Negotiator develops and administers a comprehensive labor relations program for the City under the general direction and guidance of the Mayor and the Labor Policy Committee of Common Council. 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 to other employee relations functions, the Labor Negotiator oversees compliance with the meet and confer provisions of the Milwaukee Code of Ordinances, Section 340-3-2(a).

*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

### **Contract Negotiations:**

- Develops and implements a strategy to effectively manage the City's interest in the collective bargaining process.

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- Identifies bargaining issues and strategies and makes recommendations to the Mayor and the Labor Policy Committee of the Common Council.
- Negotiates labor contracts with City of Milwaukee unions.
- Drafts contract language and seeks legislative approval from the Mayor and Common Council.
- Analyzes and develops recommendations in the areas of pension, health insurance, and other subjects of bargaining.

### ***Contract Administration, Interpretation, and Training:***

- Provides leadership and guidance in interpretation of all contract terms and provisions.
- Educates management staff regarding collective bargaining provisions and their application.

### ***Arbitration:***

- Prepares and presents the City's case at interest and grievance arbitration proceedings in conjunction with the City Attorney's Office.
- Analyzes and makes decisions regarding the handling of grievance arbitration requests.

### ***Employee Relations and Grievance Administration:***

- Oversees compliance with the meet and confer provision established under Section 340-3-2(a) of the Milwaukee Code of Ordinances.
- Represents the City's interest in Wisconsin Employment Relations Commission matters such as unit determinations and clarifications and prohibited practice hearings.
- Consults with City departments and Employee Relations staff on matters relating to contract administration and negotiations.
- Ensures departments are complying with just cause and due process considerations and provides related training and direction.
- Ensures managers and supervisors are properly trained to execute best practices and procedures.
- Administers the disciplinary and safety grievance procedure for general City employees; serves as the hearing officer in all grievance procedures; issues findings and ensures implementation.
- Ensures compliance with the terms and conditions of employment established in Chapter 350 of the Milwaukee Code of Ordinances and relevant provisions of the Salary Ordinance.

### ***Management and Administration:***

- Oversees the labor relations division, including planning, staff supervision and evaluation, hiring, and staff training and development.

## ***Labor Negotiator (Dept. of Employee Relations)***

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- Provides advice with regard to legislative and other actions that may affect employee relations.

### **MINIMUM REQUIREMENTS**

1. Bachelor's degree with a major in labor or industrial relations, public administration, business administration, or a related field from an accredited college or university.
2. Five years of significant experience in labor relations activities, including collective bargaining and negotiations, preparation and presentation of cases in final and binding interest and grievance arbitration proceedings. Labor relations experience must include at least one year in a supervisory-level human resources position.

*Equivalent combinations of education and experience may be considered.*

**NOTE:** *Academic transcripts will be required of those candidates who are selected for final consideration.*

### **DESIRABLE QUALIFICATIONS**

- Master's degree in human resources, labor or industrial relations, or a related field.
- Public sector bargaining experience, including bargaining with protective service unions.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of collective bargaining, contract and grievance administration, and interest and grievance arbitration.
- Knowledge of the standards and practices for establishing due process and just cause.
- Knowledge of and ability to understand and interpret Municipal Employment Relations Act and Wisconsin Employment Relations Commission proceedings and decisions.
- Knowledge of health care cost containment strategies and pension administration provisions.
- General knowledge of the functions and structure of municipal government.
- Expert-level knowledge in public sector human resources management.
- 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.
- Superior written communication skills, including skill in drafting contract and legislative provisions.
- Strong oral communication skills in order to lead meetings and to present ideas and recommendations clearly and convincingly before groups large and small.
- Negotiation, persuasion, and consensus-building skills.
- Interpersonal skills, including the ability to establish effective working relationships with City and Union officials.

## ***Labor Negotiator (Dept. of Employee Relations)***

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- Critical thinking skills: analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to plan, prioritize, organize, and accomplish work within deadlines.
- Ability to perform well under pressure.
- Proficiency using various software applications, particularly spreadsheet, word processing, and enterprise software for human resources and financial management.
- Knowledge of research methods, ability to conduct research, and ability to analyze findings and make recommendations.
- Professionalism, initiative, honesty, integrity, and the ability to maintain confidentiality.

*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.*

### **CURRENT SALARY**

**THE CURRENT SALARY RANGE (PR 1KX)** for City of Milwaukee residents is **\$85,757 to \$120,064**, and the salary range for non-residents is \$83,653 to \$117,118. *Appointment at any rate within the applicable range is possible based on qualifications and experience, subject to approval.*

*The City of Milwaukee offers a generous and comprehensive benefits package, including the following: 1) a top-rated defined benefit pension plan; 2) a 457 deferred compensation plan; 3) health and dental insurance; 4) long-term disability insurance; 5) group life insurance; 6) paid vacations, 11 holidays, and sick leave; and 7) tuition and professional membership benefits.*

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the components of the selection process. Information from the selection process will be used to make a hiring decision. The initial filing date is **Monday, October 10, 2016**. 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.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.