



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

LABOR RELATIONS OFFICER *Department of Labor Relations*

Salary and Benefits: \$73,343.00-\$88,415.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

This is an exempt and unaffiliated position. Salary and benefits are subject to budgetary authority and within the salary range established by Bridgeport Code of Ordinances, sec. 2.36 Officers Salaries', and subject to any other applicable City of Bridgeport ordinance regarding unaffiliated employee salaries and benefits.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact info only) to COB.Jobs@BridgeportCT.gov.

Accepting complete submissions until the position is filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES: The position is responsible for assisting in labor contract pre-negotiation preparations, wage and salary surveys, analysis of prior year contracts, developing bargaining strategy with Department Director/Supervisors, developing, and recommending tactics and negotiating guidelines to the Director. Further, the position is responsible for ensuring that the proper implementation of all labor contracts are adhered to by all Department Directors/Supervisors.

SUPERVISION RECEIVED: Acts under the supervision of the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Responsible for conducting wage/salary surveys, pricing, review, and analysis of prior year contracts, developing contract proposals in conjunction with Director of Labor Relations, Department Directors, and Supervisors.
- Developing and recommending contract changes, bargaining strategy, tactics and analyzing the cost of Union/City proposals.
- Assist the Deputy Director of Labor Relations with the presentation of proposals, development of strategies, act as a reference source on labor matters, as well as recorder of the proceedings.
- Act as the primary management focal point in the investigation, fact-finding, mediation and resolution of grievances and other contractual disputes.

- Provide contract interpretation, guidelines, documentation and advice to Department heads and supervisors in the addressing of all labor/union disputes.
- Serve as the City advocate during grievance hearings, act as the arbitrator for conflict resolution purposes, and make final recommendations.
- Act as a City representative/advocate in matters before the Board of Mediation and Arbitration and the Board of Labor Relations. Responsible for the preparation, research, and presentation of the City's position at hearings.
- Act as City negotiator for settlement purposes as a means of reducing liability for the City.
- Prepares and presents case briefs as mandated by the arbitrator/panel.
- Performs other duties as deemed necessary.

MINIMUM EDUCATIONAL REQUIREMENTS

- Two (2) to five (5) years of industrial/employee/labor relations.
- Minimum of a bachelor's degree in Social Services, preferably a master's degree in the Human Resources area or a Juris Doctorate.
- Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of labor laws.
- Ability to comprehend and interpret union contracts.
- Ability to advocate for and defend positions.
- Organize and manage large volume of disputes.
- Ability to conduct research and have significant presentation skills.
- Ability to write clearly and concisely and express ideas and concepts in a logical sequence.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

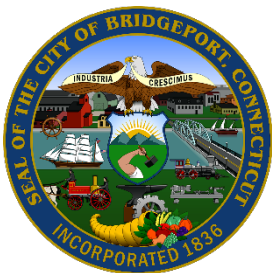
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.

This position will require a pre-employment medical examination and drug testing.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
 CIVIL SERVICE COMMISSION
 45 LYON TERRACE
 BRIDGEPORT, CT 06604
 TELEPHONE: (203)576-7103



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT							
Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	

Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	

Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:				
Name:			Name:	
Relationship:			Relationship:	
Home Phone:			Home Phone:	
Work Phone:			Work Phone:	
Cell Phone:			Cell Phone:	

DISCLAIMER AND SIGNATURE

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.