



# CITY OF BRIDGEPORT, CONNECTICUT

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

## **LABOR RELATIONS OFFICER**

**Salary:** \$65,610.00 - \$79,091.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

**To Apply:** Please mail, deliver or email a resume, a cover letter and three (3) references, to the Human Resources Office, 45 Lyon Terrace, Room 106, Bridgeport, CT 06604. Required documents can be emailed directly to [COB.JOBS@Bridgeportct.gov](mailto:COB.JOBS@Bridgeportct.gov).

**Submissions must be submitted or postmarked no later than Monday, December 19, 2016.**

### **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.

### **ILLUSTRATIVE DUTIES:**

1. 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.
2. Developing and recommending contract changes, bargaining strategy, tactics and analyzing the cost of Union/City proposals.
3. Assist the 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.
4. Act as the primary management focal point in the investigation, fact-finding, mediation and resolution of grievances and other contractual disputes.
5. Provide contract interpretation, guidelines, documentation and advise to Department heads and supervisors in the addressing of all labor/union disputes.
6. Serve as the City advocate during all grievance hearings, act as the arbitrator for conflict resolution purposes, and make final recommendations.
7. Act as the City representative/advocate in matters before the Board of Medication and Arbitration and the Board of Labor Relations. Responsible for the preparation, research and presentation of the City's position at these hearings.
8. Act as City negotiator for settlement purposes as a means of reducing liability for the City.
9. Prepares and presents case briefs as mandated by the arbitrator/panel.
10. Performs other duties as deemed necessary.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE, SKILL AND ABILITIES:**

1. Knowledge/understanding of labor laws.
2. Ability to comprehend and interpret union contracts.
3. Ability to advocate/defend a position.
4. Ability to handle and organize large volume of disputes.
5. Ability to conduct research and good presentation skills.
6. Ability to write clearly and concisely and express ideas and concepts in a logical sequence.

### **EXPERIENCE AND TRAINING:**

1. Two (2) – five (5) years of industrial/employee/labor relations, preferably in the public sector.
2. Minimum of a Bachelor's Degree in related field, preferably a Master's Degree in the Labor Relations are or a J.D.

Candidates will be subject to a full background investigation including pre-employment medical examination and drug screening.

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.

### **An Equal Opportunity Employer MF/AA/DIS**

For further information and contact:  
HUMAN RESOURCES ADMINISTRATION  
45 LYON TERRACE, ROOM 106  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7224