CLASS TITLE: LABOR RELATIONS SPECIALIST I

CHARACTERISTICS OF THE CLASS
Under immediate supervision, performs professional labor relations work, and performs related duties as required

ESSENTIAL DUTIES
• Provides information and assists managers in resolving labor relations concerns and issues
• Assists labor relations liaisons by communicating the proper interpretation and intent of collective bargaining agreements
• Assists in surveying operating departments regarding changes to union agreements for contract negotiations
• Researches issues arising out of collective bargaining negotiations
• Analyzes employee work histories to verify the sequence and accuracy of personnel actions in order to respond to labor relations liaisons’ questions and concerns
• Works with other divisions of the Department of Human Resources, Budget Office, Law Department, and Finance Comptroller's Office to ensure compliance with collective bargaining agreement provisions
• Assists in conducting training seminars explaining collective bargaining agreements, contract provisions, and personnel policies to management or new employees
• Provides guidance to labor relations liaisons investigating grievances filed by employees represented by collective bargaining agreements, as required
• Assists with reduction-in-force activities to ensure compliance with collective bargaining agreements and City policies, as required
• Maintains files (e.g., awards, arbitrations, grievance outcomes) for future reference

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
• Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Human Resource Management, or a directly related field.

Licensure, Certification, or Other Qualifications
• None

WORKING CONDITIONS
• General office environment

EQUIPMENT
• Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
• Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanner)

PHYSICAL REQUIREMENTS
• No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Some knowledge of:
• applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines
• collective bargaining principles, practices, and contract administration
• personnel administration principles, policies, practices, and techniques
• applicable employee benefits policies and procedures
• applicable writing techniques
• applicable computer software packages and applications
Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills
• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• INSTRUCTING - Teach others how to do something
• *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities
• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
Other Work Requirements

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: July, 2010