

LABOR RELATIONS SPECIALIST

Milwaukee Public Schools

PURPOSE:

Under general supervision of the Director of Labor Relations, this position assists the district in achieving its goals and mission by providing assistance in managing relationships with 13 bargaining units in a school district environment. This position is responsible for providing support and assistance to district administrators and supervisors concerning all aspects of labor relations; conducting research for the development of labor contract proposals; participating in negotiating sessions and acting as chief spokesperson as assigned; and participating in grievance procedures.

ESSENTIAL FUNCTIONS:

1. Assist in negotiations by serving on bargaining teams for various bargaining units and acting as chief spokesperson for the Board in negotiations as assigned. This includes collecting and reviewing data, planning negotiation strategy, preparing proposals and counterproposals and presenting same, representing the Board in mediation sessions and preparing final offers.
2. Oversee and ensure complete implementation of all changes in contracts after agreements have been ratified.
3. Represent the Board in grievance arbitrations by performing tasks such as interviewing potential witnesses, planning hearing presentations, preparing exhibits, representing the Board at the hearing, including examination and cross examination of witnesses and presentation of oral arguments, researching and writing briefs and directing implementation of awards.
4. Advise administrators on interpretations of labor contracts, laws, regulations, etc., and assist them in resolving day-to-day labor relations problems.
5. Process third step grievances, including investigating the facts, acting as spokesperson at grievance meetings, interpreting various contracts, drafting dispositions and directing implementation of dispositions.
6. Meet with union representatives to discuss and/or negotiate the resolutions of labor relations matters which occur during the term of a collective bargaining agreement.
7. Assist in the preparation of interest arbitration, prohibited practice, and unit clarification cases on behalf of the Board.
8. Prepare and present labor relations in-service courses; represent the department at Board and committee meetings; assist in classification and organizational studies by resolving problems associated with labor contract implications.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE CURRENT SALARY RANGE IS: \$65,021-\$94,352 annually with excellent benefits. Recruitment is normally at the beginning of the range.

REQUIREMENTS:

- ❖ Law Degree from a law school accredited by the American Bar Association.
- ❖ Three years of significant labor relations experience (preferably involving public employee labor relations).
- ❖ Residence in the City of Milwaukee within one year of appointment.

KNOWLEDGE AND SKILLS REQUIRED:

- ❖ Ability to effectively conduct labor contract negotiations.
- ❖ Skill in problem solving with respect to contract negotiations and day-to-day contract administration.
- ❖ Knowledge of labor law and labor relations activities and processes
- ❖ Knowledge of grievance procedures and grievance arbitration processes and procedures
- ❖ Ability to prepare technical documents (briefs, proposals, counterproposals)
- ❖ Skill in conducting investigations (grievances, arbitrations) and in analyzing and interpreting data.
- ❖ Ability to work under pressure and time constraints
- ❖ Proficient in Microsoft Word.

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

The examination will be held as soon as practical after **March 30, 2007**. Receipt of applications may be discontinued any time after this date without prior notice. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.