



**EXAMINATION OPEN TO THE PUBLIC**

**ASSISTANT LABOR RELATIONS AGENT**

**ANNUAL \$75,653      SALARY      APPLICATION CLOSING      EXAM**  
**SALARY: \$97,032      GROUP: MP 63      DATE: JANUARY 30, 2012      NO: 120060CFD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Labor, Board of Labor Relations, this class is accountable for performing as a specialist in assisting the Agent for the State Board of Labor Relations in administering legislation within the Board's jurisdiction.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JANUARY 30, 2012:

**GENERAL EXPERIENCE:** Eight years of experience in professional labor relations or human resource management involving responsibility for employee relations or collective bargaining issues.

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in industrial or labor relations may be substituted for one additional year of the General Experience. (3) A law degree with courses in arbitration, alternative dispute resolution, labor law or administrative law may be substituted for two additional years of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of National Labor Relations Act, state acts governing labor relations and administrative and judicial case law; considerable knowledge of relevant agency policies and procedures; considerable knowledge of contract and grievance mediation, conciliation and arbitration methods and procedures; considerable knowledge of mandatory, permissive and illegal subjects of bargaining; knowledge of concepts and terms used in labor relations; knowledge of functions of other state and federal labor related agencies; considerable interpersonal skills; considerable oral and written communication skills; negotiating skills; investigative ability; ability to apply law to facts.

**THE EXAMINATION WILL BE COMPOSED OF:**

	<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
  - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Assistant Labor Relations Agent, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Assistant Labor Relations Agent cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience investigating and seeking to resolve prohibited practices, complaints or representation petitions under the Labor Relations Act, Municipal Employee Relations Act, State Employee Relations Act and/or School Board-Teacher Negotiations Act. Be specific as to the Act(s) with which you have experience, your exact role in the investigatory and resolution processes and the nature of the practices, complaints and/or petitions with which you have dealt. Be specific as to the outcome or results of these investigations. **(2)** Experience with contract and grievance mediation, conciliation and arbitration. Detail your experience convening conferences and making determinations regarding information from employers, union representatives and employees in order to settle disputes. Describe your experience mediating disputes connected with unfair labor practices and representation cases. Include your experience proposing solutions to disputed issues. In your description, be specific as to your exact role in these processes, the contracts with which you worked, and the nature of the individuals and cases involved. **(3)** Interpersonal/oral and written communication experience. Detail your experience conducting pre-trial evidentiary hearings and making recommendations for necessary actions. Include your negotiation experience, your role in the process and the outcome of the negotiations with which you were involved. Describe your experience writing proposed settlement agreements, reports of findings and recommendations. Be specific as to the nature and purpose of these written materials and for whom they were prepared. Describe any public speaking experience you have, the audience reached, the topics presented and the purpose of the presentation. Include your experience interacting with others or serving as a liaison to others within and outside of the agency/organization/business and the purpose of these contacts. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 30, 2012.** **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by March 12, 2012.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.