



**CONNECTICUT STATE COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB OPPORTUNITY  
April 4, 2014**

**LABOR RELATIONS ASSOCIATE**

Open To: The Public

Location: 61 Woodland Street, Hartford, CT

Hours: Full-Time, 40 hours/week

Salary Group/Class: Admin. 3 (*hiring* range \$70,575 - \$92,277 commensurate with experience)

Closing Date: April 18, 2014

**General Definition:**

Reporting to the Director of Employee and Labor Relations, the Labor Relations Associate provides advice, guidance and representation to the ConnSCU institutions in connection with classified employee grievances and problems; under supervision, provides similar services with respect to unclassified (faculty and non-teaching professionals) employee grievances and problems; provides support in connection with contract administration, and collective bargaining negotiations including data collection and analysis in support of labor relations.

**Essential Duties:**

Manage and perform the delivery and administration of labor relations programs and services to contribute to the effective utilization and management of the System Office and in support of the institutions comprising the Connecticut State Colleges and Universities (ConnSCU).

- Contract Administration and Grievance Administration. Advises colleges with respect to classified employee problems; serves as BOR President's designee for Step II classified grievances filed in the System Office; represents colleges at Step III classified grievance meetings; under supervision serves as BOR President's designee for unclassified grievances at the System level and conducts grievance meetings, drafts responses and settlement agreements.
- Assists in providing advice and guidance to ConnSCU Human Resources managers with respect to employee grievances and problems. Prepares communications to ConnSCU institutions; gathers and compiles information in response to requests from unions, State's Office of Labor Relations, and Department of Administrative Services; provides assistance in development and delivery of systemwide training programs for labor relations designees, supervisors, etc.
- Investigates Complaints and Problems. Interviews witnesses and prepares reports; secures statements; gathers records, documents and other relevant materials; and recommends disposition of complaints.
- Serves as Liaison with Office of Labor Relations, Department of Administrative Services and other state agencies, as appropriate, on questions related to labor relations compliance.
- Provides research and support for Contract Administration and Negotiations. Gathers and analyzes data needed for negotiations with unclassified employee unions; may research contract language; may

draft proposals; solicits changes in classified contracts in connection with Statewide contract negotiations; may make recommendations regarding classified contract proposals in connection with Statewide contract negotiations; maintains a grievance tracking database and runs grievance activity reports; assists in acquisition, analysis and presentation of data to support the labor relations function; and provides others in the HR department with information concerning current practices.

- Performs related duties as required.
- This position may supervise staff.

### **Minimum Qualifications:**

Bachelor's degree in management, labor relations, or a closely related field, and a minimum of four (4) years of related experience in human resources management or labor relations; or a comparable combination of experience and training.

Demonstrated ability to carry out the full range of labor relations and contract administration functions in a complex, unionized, public sector employment environment. Demonstrated ability to understand, interpret, apply and advise on complex laws, regulations and collective bargaining agreements affecting human resource management, labor relations and related fields. Considerable knowledge of state and federal laws, statutes, regulations and guidelines; knowledge of rules of evidence and hearings procedures before administrative bodies; knowledge of employee classification and compensation; knowledge of human resource administration; knowledge of principles and practices of employee compensation and benefits; considerable interpersonal skills; oral and written communication skills; negotiating skills; skill in writing technical contract provisions; ability to interpret and apply statutes, contracts and regulations; ability to prepare for and present cases at grievances or other administrative hearings; and investigative ability.

PC proficiency (Windows environment) is required.

### **Personal Attributes:**

Strong interpersonal skills, ability to communicate and manage at all levels of the organization and with staff at remote locations is essential. Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses. High level of integrity and dependability with strong sense of urgency and results orientation.

### **Preferred Qualifications:**

A law degree or Master's degree in labor relations is preferred. Labor Relations and contract administration experience in a higher education environment is highly desirable. CoreCT (PeopleSoft) and SCT Banner experience preferred.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position by providing appropriate references.

### **Application Instructions:**

Please submit the following two email attachments: (1) a BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) AND (2) a cover letter, resume, and contact information for three professional references **in a single Word or PDF file** to: [jobs@ct.edu](mailto:jobs@ct.edu). Please put "Search #14-013" on the subject line of the email.

**Application materials must be submitted via email on or before April 18, 2014. Incomplete or late application packages received after the deadline may be discarded.**

**Notice of Nondiscrimination**

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0794.

*The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*