



Department of
ADMINISTRATIVE SERVICES
Job Postings



**CONNECTICUT DEPARTMENT OF LABOR
JOB OPPORTUNITY
ASSISTANT LABOR RELATIONS AGENT (MP63)
BOARD OF LABOR RELATIONS**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: 38 Wolcott Hill Road, Wethersfield, CT
Job Posting No: 751
Hours: Monday – Friday 8 a.m. to 4:30 p.m.
Salary: \$80,261 - \$109,428 (New hires to state service start at the minimum)
Closing Date: January 13, 2017

Eligibility Requirement: This vacancy is open to anyone who meets the experience and training (E&T) requirement listed below. Applicants must be very specific in their [CT-HR-12](#) how they meet the E&T requirements for the vacancy. For this vacancy there is no exam required. The [CT-HR-12](#) will be used to determine your eligibility for appointment.

Example of Duties: Investigates and seeks to resolve any prohibited practices, complaints or representation petitions arising under Labor Relations Act, Municipal Employee Relations Act, State Employee Relations Act and School Board - Teacher Negotiations Act; convenes conferences and determines truth and accuracy of information from employers, union representatives and employees in order to settle dispute; makes recommendations for necessary action by the Board; mediates disputes connected with unfair and prohibited labor practices and representation cases; investigates federal and state case law and proposes comprehensive solutions to disputed issues; writes proposed settlement agreements and/or reports of findings and recommendations; conducts pre-trial evidentiary hearings to stipulate facts and issues; arranges and conducts elections to determine unit parameters and appoint representatives for bargaining purposes in accordance with existing legislation; performs related duties as required.

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.

General Experience: Eight (8) years of experience in professional labor relations or human resource management involving responsibility for employee relations or collective bargaining issues.

Substitution Allowed:

- (1) - College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- (2) - A Master's degree in industrial or labor relations may be substituted for one (1) 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 (2) additional years of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which also includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current state employees are required to record of last two years attendance and copies of last two performance appraisals. Current agency employees are not required to submit the Pre-Authorization or attendance records:

**CONNECTICUT DEPARTMENT OF LABOR
HUMAN RESOURCES UNIT
WETHERSFIELD, CT 06109
FAX - 860-263-6699**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Note: If you chose to mail your application, it must be postmarked on or before the closing date. If you fax your application you need not mail a copy. If you are substituting education for experience, you do not have to provide the necessary documents with your application materials. However, you must provide this documentation prior to any appointment. Not all applicants will receive an interview. Application packets with incomplete or missing information will not be considered. Due to the large number of applications we cannot confirm receipt of application.

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

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant’s Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2016/public_officials_and_state_employees_guide_rev_2016.pdf

****Important note: Any modifications to this form will NOT be accepted.**