



**OFFICE OF POLICY AND MANAGEMENT  
JOB OPPORTUNITY  
LABOR RELATIONS SPECIALIST  
OFFICE OF LABOR RELATIONS**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 450 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** 114444-6

**Hours:** First shift, 40 hours per week, Monday - Friday

**Salary:** MP 68, \$97,648 - \$133,153 annual  
(New hires into state service usually start at the minimum of the salary range)

**Closing Date:** Must be received in this office by 3:00 p.m., Wednesday, February 22, 2017

This is a competitive classification that **DOES NOT** require candidates to have applied for and passed the Labor Relations Specialist examination. **EXAMINATION IS NOT REQUIRED.**

**Candidates MUST POSSESS the GENERAL EXPERIENCE to qualify.**

The Office of Policy and Management (OPM) is presently accepting applications to fill Labor Relations Specialist positions in the Office of Labor Relations.

**Position Description:** The major responsibility of the Labor Relations Specialist is the performance of complex tasks relating to the administration and oversight of the State's labor relations function. Labor relations services are provided to all executive branch agencies as well as Higher Education. The major areas of responsibility include, the following: Represents the State in termination cases in grievance arbitration; serves as the State's advocate in rights arbitrations and managerial appeals before the Employees' Review Board which involves developing, preparing and presenting the State's position in contested case proceedings involving various topics, including: Employee performance, discipline (written warnings, suspensions and dismissals), contract interpretation, union rights, workplace issues, compensation issues, hazardous duty benefits, layoff and recall; assists or serves as chief spokesperson in collective bargaining negotiations; conducts grievance conferences with agency and union representative; issues written findings or attempts to settle grievance through Stipulated Agreement; responds to questions and provides labor relations advice to executive branch agencies and Higher Education; responds to unfair labor practice complaints; prepares research and comparative analysis for collective bargaining and performs related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of relevant state and federal laws, statutes, regulations and guidelines; knowledge of collective bargaining and labor relations; knowledge of rules of evidence; knowledge of rules of practice and procedures before administrative bodies; knowledge of human resources administration and affirmative action; knowledge of public sector job classification, compensation and benefits; 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 apply judicial and administrative decisions to provisions of labor agreements; ability to prepare and present cases at arbitration or other administrative hearings.

**General Experience:** Nine (9) years of professional experience with primary responsibility for labor relations, labor contract negotiations and/or presentation of arbitration or prohibited practice complaints.

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 law degree or a Master's degree in labor relations may be substituted for two (2) additional years of the General Experience.
3. One (1) year at the level of Labor Relations Associate may be substituted for 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 shall submit the following three (3) documents and forward as indicated below:

1. Cover letter that describes your interest and suitability for the position.
2. Resume.
3. State of Connecticut Application for Employment (CT-HR-12), available online by clicking [here](#).

References to be submitted upon request.

**Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these three (3) documents. Submit your application package to:

**Office of Policy and Management  
450 Capitol Avenue  
MS # 52 ADM  
Hartford, CT 06106  
Confidential Fax: (860) 706-5790 (preferred method)  
Attn: Carolyn Kozak, Human Resources**

**Tel: (860) 418-6324**

**Note: Incomplete application packages and application packages received via email will not be considered.**

**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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Carolyn Kozak at 860-418 - 6324 or [carolyn.kozak@ct.gov](mailto:carolyn.kozak@ct.gov)