

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  
**Hours:** 8:00 a.m. to 5:00 p.m.  
**Salary:** \$92,041 annual  
**Closing Date:** April 5, 2012  
**Job Posting No.** 2790

**Eligibility Requirement:**

**Candidates must have applied for and passed the Labor Relations Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant state and federal laws, statutes, and guidelines; considerable knowledge of collective bargaining and labor relations; considerable knowledge of rules of evidence; considerable 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; considerable interpersonal skills; considerable oral and written communication skills; considerable negotiating skill; considerable skill in writing technical contract provisions; considerable ability to interpret and apply statutes, contracts and regulations; considerable ability to apply judicial and administrative decisions to provisions of labor agreements; considerable 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 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 as a 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.

**Individuals who applied to OPM for this position in the summer of 2011 do not need to reapply.**

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Office of Policy and Management  
Human Resources Department  
450 Capitol Avenue – MS#55SEC  
Hartford, CT 06106-1308  
Fax: 860-418-6487  
[uma.arun@ct.gov](mailto:uma.arun@ct.gov)

**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.