



## EXAMINATION OPEN TO THE PUBLIC

# LABOR RELATIONS SPECIALIST

**ANNUAL \$88,505 SALARY**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$113,525**      **GROUP: MP 67**      **DATE: APRIL 5, 2011**      **NO: 110190CSP**

### SPECIAL EXAMINATION AND APPLICATION INSTRUCTIONS APPEAR BELOW.

**PURPOSE OF CLASS:** In the Office of Policy and Management, this class is accountable for performing the most complex tasks in the establishment and/or administration of labor relations programs and collective bargaining agreements.

### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 5, 2011**:

**GENERAL EXPERIENCE:** Nine years of **professional** experience with **primary** responsibility for labor relations, labor contract negotiations, and presentation of arbitration or prohibited practice complaints.

**SUBSTITUTIONS ALLOWED:** 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. A law degree or a Master's degree in labor relations may be substituted for two additional years of the General Experience. For State employees, one year as a Labor Relations Associate may be substituted for the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of collective bargaining and labor relations, considerable knowledge of relevant State and Federal statutes, regulations and guidelines; considerable knowledge of the rules of evidence; considerable knowledge of the rules of practice and procedures before administrative bodies; knowledge of personnel administration, affirmative action, and compensation and benefits; considerable negotiating skill; considerable skill in writing technical contract provisions; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret and apply statutes, contracts, and regulations; considerable ability to apply judicial and administrative decisions to the provisions of labor agreements; considerable ability to prepare and present cases at arbitration or other administrative hearings; some supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

	<u>PART</u>	<u>WEIGHT</u>
	<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 Labor Relations Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Labor Relations Specialist 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 in labor relations negotiations including coordinating and organizing activities preparatory to collective bargaining negotiations including preparation of contract proposals, anticipation of union demands, development of bargaining strategies and conducting negotiations. In your description, include information on the volume of negotiations handled, the size of the bargaining unit membership, the number of different bargaining units involved in the negotiations you have handled, the number of disputes resolved through fact-finding or interest arbitration. **(2)** Arbitration experience including disciplinary or contract interpretation disputes, interpreting contract provisions regulations and statutes preparatory to arbitration and dealing with unfair labor practice charges involving the presentation of cases before administrative tribunals such as the State Labor Relations Board. Include information on the volume of arbitrations you handled and the approximate percent of arbitrations in which you have received favorable awards. **(3)** Grievance experience including hearing and/or presenting classification and disciplinary grievances prior to arbitration. In your description, include the type(s) of grievances handled, the steps for which you were responsible and the number of formal grievances heard and/or presented. **(4)** Human Resources management experience as it relates to labor relations matters. Include experience developing and/or conducting labor relations training programs, dealing with job classification and evaluation issues, wage and salary administration including benefits, and experience in strike planning or management planning for strikes. Be specific as to your experience in these areas and the percentage of time spent performing these functions. **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 April 5, 2011.** **(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 May 10, 2011.** **(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.