

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.** **109464** (Please include this number in your cover letter and on your application)

**Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

**Salary:** \$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 close of business (5:00 p.m.) August 29, 2014

The Office of Policy and Management seeks to fill a Labor Relations Specialist vacancy in the Office of Labor Relations.

**Duties:**

The major responsibility of the Labor Relations Specialist is the performance of the most 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:

- Serves as a Chief Spokesperson in collective bargaining negotiations. Represents the State in related interest arbitration.
- Serves as the State's Advocate in rights arbitrations. This involves developing, preparing and presenting the State's case in arbitrations involving the following topics:
  - Discipline (written warnings, suspensions and dismissals)
  - Contract Interpretation
  - Union Rights
  - Workplace Issues
  - Compensation Issues
  - Hazardous duty benefits
- Conducts grievance conferences with agency and union representatives. 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.

**Knowledge, Skills and Abilities:**

Considerable knowledge of relevant state and federal laws, statutes, regulations 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.

**Eligibility Requirements:**

**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 rules, if applicable.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit (1) cover letter that describes your interest and suitability for the position; (2) resume; and (3) Application for Employment (form CT-HR-12) available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). **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 to:

**Office of Policy and Management – Human Resources  
450 Capitol Avenue  
MS# 55ADM  
Hartford, CT 06106  
Attn: Uma Arun  
  
Tel: 860-418-6324**

**NOTE: Applications submitted by e-mail or facsimile 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.