



**STATE OF CONNECTICUT
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB ANNOUNCEMENT
July 17, 2013**

DIRECTOR OF EMPLOYEE & LABOR RELATIONS

Open to: The Public
Location: Hartford, CT
Shift/Hours: 1st shift/40 hours per week
Salary: Commensurate with experience
Closing Date: August 17, 2013

General Definition:

Reporting to the Vice President for Human Resources, the Director of Employee & Labor Relations manages personnel, and employee and labor relations policies at all ConnSCU institutions by providing advice, counsel, and assistance to campus human resources administrators. The Director also manages the personnel function for staff stationed at the Central Office, including responsibility for Affirmative Action, and compliance with human rights regulations.

Essential Duties:

- Develop, recommend and implement programs, policies and procedures to assist in the effective management of human resources at all ConnSCU institutions. This includes such actions as developing positive and pro-active steps to enhance employer-employee relations as well as determining the effect and application of legislation and regulations and advising managers on proper action for compliance.
- Provide effective labor relations services for the Board of Regents and all ConnSCU institutions. This duty includes such actions as conducting grievance hearings, representing the Board in grievance hearings, arbitration and unfair labor practice complaint hearings, assisting managers in such matters as proper treatment of discipline cases, preparing cases for hearings and negotiating settlements of various labor-management cases as well as participating (either as a bargaining team member or chief spokesperson) in labor contract negotiation.
- Perform personnel administration for staff stationed at the Central Office. This duty requires the incumbent to function as a personnel officer, involving performance and overseeing of such tasks as recruitment, selection, orientation, drug testing, workers compensation administration, compensation and benefits administration, discipline and grievance administration, labor contract interpretation and training and development. The duty also includes such other technical tasks as job analysis and classification, counseling of employees and conducting surveys of compensation and personnel practices.

- Perform Central Office Affirmative Action administration, including such actions as preparing annual Affirmative Action Plans, advising managers and union officials on required steps for compliance, monitoring compliance, directing legally sound recruitment, testing, selection and placement and training managers in principles and techniques of fair employment.
- Provide long term direction to development of sound human resource management policies and practices by conducting research and by leading conferences of personnel staffs from each ConnSCU institution on current issues and emerging needs of personnel practitioners for meeting future human resource requirements.
- Supervision of staff as assigned; related duties as required.

Qualifications and Requirements:

Master's degree in a related field and a minimum of four (4) years' experience in human resources management, including at least two (2) years' supervisory experience. Demonstrated ability to carry out the full range of professional human resource management functions in a complex organization. Demonstrated ability to understand, interpret, apply and advise on complex laws and regulations affecting human resource management, labor relations and related fields such as insurance and workers compensation. Demonstrated ability to provide leadership and direction to others as well as to counsel employees in employment-related matters. Demonstrated ability to conduct effective hearings, presentations and negotiations on sensitive and contested labor relations issues.

Personal Attributes:

Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential. Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses. High level of integrity and dependability with a strong sense of urgency and results-orientation.

Other Skills & Abilities:

PC proficiency (Windows environment) is required; a working knowledge of Core-CT (Oracle) is required; familiarity with Banner is preferred.

Application Instructions:

Please submit (email preferred) a cover letter, resume, and contact information for three professional references to:

Steven Weinberger, Vice President for Human Resources
 Board of Regents for Higher Education
 61 Woodland Street
 Hartford, CT 06105-2337

Email: weinbergers@ct.edu
 Website: www.ct.edu

Review of applications will begin immediately and continue until the position is filled.

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.