

City of Cleveland



CITY OF CLEVELAND

Mayor Frank G. Jackson

Labor Relations Officer (1 position)

There is one vacancy in the Department of Human Resources; this position reports to the City's Labor Relations Manager.

Civil Service Job Title: Labor Relations Officer
Salary: \$35,000 - \$50,000
Shift: Monday through Friday
8:00 a.m. – 5:00 p.m.

Typical Tasks:

Under general supervision, assists in the resolution of labor problems and issues within the department. Provides contract interpretations as needed. Serves as departmental representative at grievance hearings and meetings. Monitors the administration of labor contracts within the division to ensure consistency. Assists or performs other labor relations duties as designated. Attends and/or leads designated committees, as requested. Performs other job-related duties as required.

Minimum Qualifications:

A High School Diploma or GED is required. A Bachelor's Degree in Business Administration, Human Resources Administration, or a related field from an accredited four year college or university is required. Two years of full time paid experience working on labor relations activities including contract administration is required. (Substitution: One year of experience may substitute for each year of college education lacking.) Must have familiarity with the grievance process. A valid State of Ohio Driver's License is required.

Duties and Responsibilities:

- Assists in the negotiation, interpretation and administration of the City's 31 collective bargaining units.
- Assists in the area of labor (and employee) relations, including but not limited to, EEO complaints and investigation, grievance hearings and mediation, labor management committees, drug and alcohol testing and employee disciplinary conferences and corrective action.
- Assists in policy development and training, citywide legislation of compensation and classification, and developing HR related training classes and programs.

- Administers the City's unemployment claims process, formulates and recommends program goals and objectives in areas of reducing unemployment costs.
- Develops, implements, and administers (through a variety of techniques) areas of the programs in an effort to improve labor and employee relations.

Knowledge and Skills

1. Must possess considerable knowledge of public sector employee relations; the principles, practices, and procedures of Human Resources Management.
2. Must possess thorough knowledge in the specific areas of progressive discipline; performance management, the drug free workplace act and HR compliance.
3. Must be able to research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.
4. Must be able to prepare comprehensive reports and represent ideas clearly and concisely, both orally and in writing.
5. Must have the ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships.
6. Must possess some knowledge in educational and training processes.
7. Must possess knowledge of Microsoft Office Suite applications.

Applications and cover letters (required) are accepted to the attention of:

Kimberly Harden, HR Administrator; kharden@city.cleveland.oh.us

Department of Human Resources,

601 Lakeside Avenue, Room 121,

Visit our web site at www.city.cleveland.oh.us

Telephone: (216) 664-6296

Fax: (216) 664.3489

According to the Charter of the City of Cleveland, this position is subject to Civil Service testing. In order to be appointed as a regular employee, you will need to take the Civil Service examination for this classification the next time it is offered. If you have any questions regarding this, please contact Civil Service at (216) 664-2467.

EQUAL OPPORTUNITY EMPLOYER