



**Code: 1696**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Real Estate and Legal

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## **CLASS TITLE: DIRECTOR OF LABOR RELATIONS**

### **CHARACTERISTICS OF THE CLASS**

Under general direction, coordinates activities between the city and the various unions representing city employees and ensures contracts are administered according to collective bargaining agreements, and performs related duties as required

### **ESSENTIAL DUTIES**

- Plans and directs the operations of the Department of Law's Labor Relations Division
- Solicits recommendations for collective bargaining proposals from operating departments to address limitations and issues posed by current contract provisions
- Coordinates and participates in the conduct of efforts to resolve labor issues resulting from collective bargaining agreements
- Develops and presents proposals to departmental managers regarding labor relations policies
- Advises managerial level personnel in city departments on collective bargaining provisions
- Directs, assigns and reviews the work of subordinate staff engaged in administering collective bargaining agreements
- Serves as liaison between city departments and the various unions representing city employees in order to answer questions, investigate allegations and resolve disagreements pertaining to collective bargaining provisions
- Directs and oversees the layoff process of union represented employees in operating departments to ensure compliance with collective bargaining agreements
- Coordinates city-wide training of supervisory staff in the provisions of collective bargaining agreements
- Advises departmental managers during the investigation, negotiation and resolution of unfair labor practice charges and collective bargaining agreement grievances
- Coordinates with divisions within the Law Department, the Office of Budget and Management, Department of Human Resources and Department of Finance to ensure compliance with all collective bargaining agreement provisions
- Serves as co-director of the Labor Management Cooperation Committee, responsible for the review of employee health care benefits
- Makes oral presentations concerning employee benefits and labor relations issues and conducts and facilitates training seminars regarding collective bargaining agreements for labor relations liaisons in operating departments

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Human Resources Management or a directly related field plus five years of employee relations, industrial relations or professional personnel experience

of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- None

#### **WORKING CONDITIONS**

General office environment

#### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

#### **PHYSICAL REQUIREMENTS**

- No specific requirements

#### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

##### **Knowledge**

Advanced knowledge of:

- \*principles and practices of collective bargaining negotiations and contract administration
- \*City's collective bargaining units, agreements, grievance processes and personnel rules
- \*personnel administration principles, policies, practices and techniques

Considerable knowledge of:

- \*personnel management principles
- \*supervisory and management methods, practices and procedures
- applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations and guidelines
- contract administration

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

##### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

- \*NEGOTIATION - Bring others together and trying to reconcile differences
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
March, 2016