



**Code: 1332**  
Family: Human Resources  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Personnel

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

### **CHARACTERISTICS OF THE CLASS**

Under general direction, assists in managing the Labor Relations Division of the Law Department providing guidance to operating departments in labor and employee relations, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assists in the planning and operation of the Law Department's Labor Relations Division
- Oversees the work of subordinate staff (e.g., assigning and reviewing work, approving time off requests, preparing staff performance evaluations, and administering disciplinary actions)
- Participates in the City's bargaining and negotiation team for civilian bargaining units
- Meets with department labor representatives to prepare for union negotiations, identify labor strategies, and to solicit recommendations for collective bargaining proposals
- Reviews, researches, and responds to union proposals
- Assists in the coordination and participation of efforts to resolve labor issues resulting from collective bargaining agreements
- Manages and oversees the implementation of citywide reduction in workforce processes to ensure compliance with contract agreements
- Advises City departments and managers on provision and implementation of collective bargaining agreements and contract administration (e.g., unfair labor practices, grievances) for a civilian represented workforce
- Serves as liaison between City departments and various unions representing city employees to answer questions, investigate allegations, and resolve disagreements pertaining to collective bargaining provisions
- Conducts city-wide trainings and presentations for department labor and human resources professionals and executive managers on employee relations and union matters
- Testifies at arbitrations and other proceedings as a subject matter expert on labor issues
- Works with attorneys in the Department of Law on grievances and other labor disputes
- Coordinates with divisions within the Law Department, the Office of Budget and Management, Department of Human Resources, and the Department of Finance to ensure compliance with all collective bargaining agreement provisions and city policies and protocols
- Prepares and oversees the preparation of labor/employee relations management reports
- Maintains working relationships with union representatives to communicate information regarding city work rules, practices and operations impacting on the administration of collective bargaining agreements
- Represents the Director of Labor Relations in meetings and committees, as required

**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 human resources experience of which two 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, laptop computer, hand-held computer, computer terminals, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

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

Comprehensive knowledge of:

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

Considerable knowledge of:

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

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

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- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*TIME MANAGEMENT - Manage one's own time or the time of others
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- 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

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- 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.

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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  
October, 2021