



**Code: 1388**  
Family: Human Resources  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Personnel

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## **CLASS TITLE: LABOR RELATIONS SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs fully functional professional labor relations work, and performs related duties as required

### **ESSENTIAL DUTIES**

- Works with and advises managers in resolving labor relations concerns and issues
- Attends bargaining negotiations and researches issues arising out of the collective bargaining process
- Advises labor relations liaisons of the proper interpretation and intent of collective bargaining agreements
- Surveys operating departments regarding changes to union agreements for contract negotiations
- Ensures that collective bargaining agreements are properly administered by operating departments
- Works with other divisions of the Department of Human Resources, Budget Office, Law Department, and Finance Comptroller's Office to ensure compliance with collective bargaining agreement provisions
- Assists labor relations liaisons in investigating grievances filed by employees represented by collective bargaining agreements
- Makes presentations and conducts training seminars explaining collective bargaining agreements, contract provisions, and personnel policies to management or new employees
- Assists with reduction-in-force activities to ensure compliance with collective bargaining agreements and City policies
- Maintains files (e.g., awards, arbitrations, grievance outcomes) for future reference
- Analyzes issues and concerns generating employee grievances and recommends changes in work practices on contract stipulations to address and resolve issues, 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, Human Resource Management, or a directly related field plus one year of employee relations, labor relations, industrial relations or professional personnel experience, 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, modems, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

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

Some knowledge of:

- applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines
- collective bargaining principles, practices, and contract administration
- personnel administration principles, policies, practices, and techniques
- applicable employee benefits policies and procedures
- applicable writing techniques
- applicable computer software packages and applications

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

Other knowledge as required for successful performance in the Labor Relations Specialist I class

**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
- 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

Other skills as required for successful performance in the Labor Relations Specialist I class

**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

Other abilities as required for successful performance in the Labor Relations Specialist I class

#### **Other Work Requirements**

- INITIATIVE – Demonstrate willingness to take on job challenges
- 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

Other characteristics as required for successful performance in the Labor Relations Specialist I class

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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  
(Valtera Corporation)

Date: July, 2010