

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Labor and Employee Relations Manager	Department:	Law
Requisition Number:	2022264		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$72,503.39 to \$75,000.00 Annually
Date Posted Up:	9/13/22	Date Posted Down:	Until Filled
Time Up:	4:30 pm	Time Down:	

SUMMARY

Incumbent manages labor relations program by performing the following duties under the direction of the City Attorney; mediates/conciliates labor relations disputes over contracts, grievances and other related issues, coordinates meetings, prepares paperwork, attends negotiations, mediations, grievances, disciplinary hearings, and counsels Director of Human Resources, Division Directors, Department Managers and Supervisors relative to appropriate action to be taken pursuant to labor contract interpretation. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Acts as advisor to management regarding labor contracts and policy interpretation and application as they relate to labor contracts, answers employees' questions regarding management interpretation of various contracts;
- Assists the Director of Human Resources in the resolution of employee/management issues, employee relations investigations, and conducting grievance hearing proceedings.
- Analyzes collective bargaining agreement and develops interpretation of intent, spirit, and terms of contract to counsel management in development and application of labor relations policies and practices;
- Represents management in labor contract negotiations or serves as resource to negotiators by providing information on provisions of current contract and significance of proposed changes;
- Meets with shop stewards and supervisors to investigate and resolve grievances;
- Works for prompt resolution of labor disputes to minimize loss of employee wages, interruption of normal business operations, and to achieve a settlement that minimizes ill feelings and mistrust between labor and management;
- Serves as ombudsperson to employees with regard to complaints and concerns of possible discriminatory or harassing behavior.
- Monitors application of personnel procedures and contract provisions covering employee trial periods, bereavement leaves, leaves of absences, transfers, promotions, reductions in force, suspensions and terminations;
- Listens to parties on both sides of a dispute in order to ascertain facts, discern areas of agreement, and suggest possible options for satisfactory settlement;
- Composes correspondence regarding labor relations matters such as Certified Notices of Disciplinary Hearings, Response Letters and Agreements regarding disciplinary hearings, grievance meetings, negotiations, etc.;
- Provides training on Labor Trends, Hearing Officer, and Grievance Procedures as necessary;

- Gathers and tracks statistics and costs for development of labor relations strategies;
- Assists in handling problem areas through persuasion, mediation, or retraining;
- Prepares and presents arbitrations;
- Maintains computer or hard-copy files of labor agreements, disciplinary actions, grievance settlements, etc.;
- Researches internal and external labor relations practices and analyzes applications of past labor decisions on current labor disputes and issues;
- Researches, investigates, prepares paperwork, organizes data and attends all arbitration's, pre-deprivation hearings, mediations and collective bargaining;
- Designs, maintains, organizes and executes computerized human resource system for purpose of facilitating information for use in decisions affecting the City's Law Department and Human Resources.
- Develops and writes reports as requested including "what-if" scenarios to assist in decision making during negotiations.
- Works collaboratively with City Attorney and Director of Human Resources to implement and execute strategic plans.
- Ability to maintain strict confidentiality regarding all work related issues.
- Compiles data and analyzes past and current year requirements to prepare budgets and justify funds requested;
- Analyzes City of Fort Wayne compensation policies in relation to government wage and hour regulations, prevailing rates for similar jobs incomparable industries or geographic areas, agreements with labor unions, and recommends changes as appropriate to establish and maintain competitive rates.

MARGINAL DUTIES

- Assists City Attorney and Director of Human Resources with implementation of federal labor standards and practices including, but not limited to ADA, FMLA, FLSA;
- Assists Director of Human Resources with interpretation and application of labor agreements and in composing decisions from 3rd step grievance hearings;
- Assists Payroll with implementation of ratified contracts, arbitration's and grievance settlements;
- Performs other duties as assigned.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Human Resources or related field; five (5) years related experience and/or training; or equivalent combination of education and experience. Ability to mediate equal employment, affirmative action and diversity issues.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication

that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

OTHER SKILLS AND ABILITIES

- Working knowledge of Human Resource practices and unionized work force;
- Working knowledge of HR Information Systems;
- Ability to interpret policies/procedures and union contract provisions;
- Ability to operate a personal computer with Microsoft Word, Excel, PowerPoint and other Microsoft software;
- Ability to communicate effectively orally and in writing to maintain an optimum working relationship while dealing with unions and departmental managers/officials.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.