



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

LABOR MANAGEMENT COORDINATOR

Salary: \$66,922.00 per year (salary for this position is established per Bridgeport Municipal Ordinance 2.36.010).

This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

To Apply: Please mail, deliver or email a cover letter, resume, and three (3) professional references (name & contact only) to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Deadline to apply is Tuesday, October 2, 2018 (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES:

Responsible for the research, preparation and coordination of arbitrations, brief preparations, case settlements, participation in labor contract negotiations and preparation of labor contracts and various labor and employee relations projects, such as wage and salary survey/studies, leave requirements, policy development, etc. Works with the office staff within labor relations, human resources and benefits administration; work will include but no limited to: departmental website maintenance, case file preparation, maintain and update digitized records database. Assists in compliance with various personnel and human resource matters. Assists with the research and analysis work involved in the planning and implementation of labor relations negotiation, mediation, and arbitration.

SUPERVISION RECEIVED: Ranges from daily to minimal; supervision provided on an as-needed basis

SUPERVISION EXCERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

1. Prepare and submit required governmental reports or forms related to labor relations matters, such as equal employment opportunity (EEO) forms, workforce data, minority compensation reports, etc.
2. Prepare reports or presentations to communicate employee satisfaction or related data to management.
3. Review employer practices or employee data to ensure compliance with contracts on matters such as wages, hours, or conditions of employment.
4. Write letters related to labor relations activities, such as letters to amend collective bargaining agreements, letters of dispute or conciliation, or letters to seek clarification of contract terms.
5. Research case law or outcomes of previous case hearings. Handle complex assignments where problem solving, independent data collection and creativity are required.
6. Prepare reports using workforce data, including conclusions and recommendations for solution of workforce problems.
7. Monitor municipal workforce adherence to labor agreements and policies. Assess risk levels associated with collective bargaining and policy strategies. Assess the impact of union proposals on government operations.
8. Prepare evidence for disciplinary hearings, including preparing witnesses to testify.
9. Schedule and coordinate the details of grievance hearings or other meetings.
10. Specialized services which are specific to the department. Performs other duties as deemed necessary.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Other administrative and management tasks may be assigned as appropriate.

- Additional duties may be required that are particular to the department.

MINIMUM EDUCATIONAL REQUIREMENTS

Graduation from a four (4) year accredited college or university with a major in legal administration, public administration, business administration, or related field.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience in creating systems, policies and procedures for employment law implementation.
- Must be proficient in a variety of computer software applications: Adobe, Microsoft Office (Word, Excel, etc.) and other applications as necessary.
- Familiarization with electronic research applications such as Bloomberg BNA, LexisNexis, and Westlaw.
- Working experience as a Paralegal is advantageous.
- Ability to draft motions, prepare pleadings, and assist in brief writing.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Excellent verbal and written communication skills.
- Strong analytical skills.
- Must possess the ability to handle sensitive and confidential situations.

LICENSES AND CERTIFICATIONS

A valid Connecticut Driver's License may be required for transportation between various sites.

PHYSICAL DEMANDS

Refer to attached sheet

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 104
BRIDGEPORT, CT 06604

Physical & Cognitive Demands

Date: 7/23/2019

Position Title: Labor Management Coordinator

Position #:8531

Physical Demands	Comment	Frequency (select one)			
		Rarely	<1/3	1/3 < 2/3	>2/3
Standing		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use of hands/fingers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending / Stooping		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tasting / Smelling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle operation	Type:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands	Level (select one)
Communication	<input type="checkbox"/> Comprehend and use basic language, either written or spoken, to communicate information and ideas <input checked="" type="checkbox"/> Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas
Calculation	<input checked="" type="checkbox"/> Perform numerical operations using basic counting, adding, subtracting, multiplying or dividing <input type="checkbox"/> Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols
Problem Solving	<input checked="" type="checkbox"/> Formulate and apply appropriate course of action for routine or familiar situations <input type="checkbox"/> Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations

The above list is intended to be a fair representation of the 'typical' physical and cognitive demands of the position. It is not, nor is it intended to be, a comprehensive listing of all physical or cognitive demands encountered in this position.