



CITY OF BRIDGEPORT, CONNECTICUT

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

Director of Labor Relations

SALARY AND BENEFITS: \$137,027.00 - \$150,726.00 per year including 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 Connecticut Municipal Employees Retirement System (CMERS), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

This is an exempt and unaffiliated position appointed by the Executive Official. Salary and benefits may be adjusted in the future at the discretion of the Executive Official and/or designee, subject to budgetary authority and within the salary range established by Bridgeport Code of Ordinances, sec. 2.36 Officers Salaries', and subject to any other applicable City of Bridgeport ordinance regarding unaffiliated employee salaries and benefits.

TO APPLY: Please email a cover letter, resume, and supplied application to COB.Jobs@BridgeportCT.gov

Submissions must be received or postmarked no later than Friday, January 14, 2022.

(Any/all changes to this opening 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: The Director of Labor Relations provides direct leadership and vision in the strategic direction, implementation and management of the City's Office of Labor Relations including the divisions of Benefits Administration & Human Resources. The Director of Labor Relations advises on all matters and-related endeavors and issues as prescribed in the provisions set forth in the Connecticut Municipal Employee Relations Act (MERA) (Connecticut General STAT. § 7-467).

The Director of Labor Relations shall have the authority to adopt policies and procedures in order to clarify the application of Departmental responsibilities. Such policies and procedures shall be in compliance with the intent and purpose of the Executive Official and/or designee and municipal agenda.

This department director level position involves various leadership roles and administrative responsibilities including selection, training and performance evaluation of subordinates, plus successful execution of departmental programs and projects. The incumbent directs Labor Relations operations, maintenance and programs through subordinate staff with assigned responsibility for specific aspects of the Labor Relations portfolio. The incumbent works under the general direction of the Executive Official, Chief of Staff, Chief Administrative Officer and/or designee and must be capable of exercising independent judgment, demonstrating business acumen and sound technical knowledge to accomplish program objectives.

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems and technology, in addition, analyzing and improving established ones. A high level of expertise is expected. Successful candidate will have a style that is purposeful and directed to advance the City and Labor Relations strategy to improve operations and decision making.

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.

- Provides Labor advice to City Council, City Management, City Staff and outside agencies. Excellent verbal and written communication skills are needed to interact effectively with each of these stakeholders which includes presentations to any of these groups; and where necessary focus groups and the general public.
- Coordinates and participates in meetings with the City's departments to build and understand the City's business needs.
- Confers with management to determine functional needs and technical requirements of departments to determine boundaries and priorities of Labor Relations, Benefits Administration, and Human Resources projects.
- Directs planning, developing and administering labor relations programs and activities for the City of Bridgeport.
- Directs Labor Relations/Human Resources/Benefits Administration policies and procedures for the City and administers approved policies and procedures.
- Directs and supervises the work of assigned Labor Relations/Human Resources/Benefits Administration staff and the planning and implementation of special project assignments.
- Directs the administration and negotiation of City sponsored health and welfare benefits plans, vendor selection, and evaluation of voluntary employee benefits.
- Directs the research and analysis work involved in the planning and implementation of labor relations negotiation, mediation, and arbitration.
- Directs the training programs for City employees.
- Directs and coordinates the administrative work involved in the approval and implementation of collective bargaining agreements and of the development and maintenance of labor relations data and records.
- Analyzes labor contract and grievance settlement proposals, develops and recommends alternative management proposals, and supervises negotiations with appropriate bargaining units.
- Will serve as chief negotiator or second chair on contract negotiations with successful ratification.
- Develops and administers management labor relations policies and strategies and coordinates the action of the management labor bargaining team.
- Provides strategic advice and consultation to City officers, managers and supervisors regarding the intent and provisions of collective bargaining agreements, contract administration and grievance resolutions, and labor relations issues.
- Provides advice and direction to Labor Relations staff on employee discipline and discharge, grievance handling, and investigation of employee misconduct under City policies and procedures.
- Represents and/or directs the representation of the City in Labor Relations proceedings, arbitrations, hearings, and committees.
- Consults with senior management involved with proposed projects to ensure cooperation and further define the nature of the project.
- Manages and oversees assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and evaluates assigned staff; reviews progress and directs changes as needed.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; supervises expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Performs other duties as required.

MINIMUM QUALIFICATIONS, TRAINING AND EXPERIENCE:

- College Degree in Industrial/Labor Relations, Business Administration or related area.
- Law Degree or Master's degree in related field may be considered in lieu of actual years of experience.
- At least five (5) to seven (7) years of progressive labor relations experience is required, with an emphasis on negotiating collective bargaining agreements as chief spokesperson.
- Minimum of five (5) to ten (10) years of direct personnel management of which has been at a senior leadership role.
- Combination of education and general experience satisfies requirements so long as the total years equate to descriptions minimum education and general experience years combined at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Federal and State laws and regulations applicable to public sector employment and collective bargaining.
- Connecticut Municipal Employee Relations Act (MERA) (Connecticut General STAT. § 7-467), National Labor Relations Act (NLRA) and ability to educate on MERA & NLRA changes.
- Practices used in public negotiations, patterns of arbitration decisions, arbitration and State Board of Labor Relations (SBLR) hearings.
- Management rights, employee rights, representation rights, and unfair labor practices.
- Standard negotiating strategies, tactics, and impasse procedures; effective administration of grievance procedures. Discipline and case investigation, presentation and resolution; procedures for administering disciplinary appeals, including arbitration.
- Employee benefits plan design and administration, Workers Compensation, and vendor management.
- Human Resources administration, recruitment/selection, staffing, employee development, employee relations, affirmative action/equal employment opportunity, performance management, HR information systems, compensation theory, training and organizational development.

Skills & Abilities:

- Planning, organizing, staffing, evaluating, counseling, supervising, effective team building, and project management.
- Techniques of budget development and administration.
- Effectively drive process and technology change in a dynamic operating environment and engage and support diverse business stakeholders.
- Exercise theory, principles, practices and techniques of public administration, including budgeting and financial planning, financial management, human resources, purchasing, risk management, operations management and other general operational support services.
- Affectively handle municipal fiscal, budgetary and financial operations of government.
- Analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City programs, operations and sources of revenue.
- Advanced MS Office skills, specifically MS Word and Excel (including v-look up and pivot tables); Sharepoint and Power Point are required.
- Comfortable working on fast paced environment.
- Flexibility within shifting political and operational constraints.

LICENSES AND CERTIFICATIONS:

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

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Work may involve occasional outdoor fieldwork.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. There is some repetitiveness in program coding, a need for extreme accuracy, and paying attention to detail. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone and other interruptions.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical, and cognitive which comprise this position. The above is intended to be a fair representation of the “typical” demands of the position.

This position will require a pre-employment medical examination and drug testing.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

The City of Bridgeport is an Equal Opportunity Employer VET/AA/DIS/SO/GI



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.