

## Specialist-Labor Relations and Negotiations

The Labor Specialist, under the direction of assigned Directors, provides strategic, efficient, quality employee and labor relations services and advice throughout City Schools. Assists with investigations, conducts hearings, and resolves grievances and employee disputes. Initiates, develops, and promotes cooperative management-union initiatives and interactions. Assists in contract negotiations and ensures proper administration of collective bargaining agreements, City Schools' policies and procedures, applicable Maryland Education laws and regulations, and other state and federal labor laws and regulations. Provides assistance and advice to and collaborates with Talent Management to recommend, develop, facilitate, and/or conduct employee and labor relations training.

### Essential Functions

- Researches, collects, analyzes, and assembles data in support of collective bargaining agreement negotiations.
- Assists in the implementation and interpretation of collective bargaining agreements.
- Functions as intermediary between City Schools and union representatives to resolve issues before grievances are filed.
- Resolves employee grievances and appeals in accordance with the appropriate collective bargaining agreement.
- Represents the Office of Labor Relations at Level III and Level IV grievance hearings and assists in the preparation of materials for Level III and Level IV grievance hearings.
- Investigates and drafts responses to resolve employee disputes.
- Collects data, prepares reports, and effects appropriate follow-up activity for hearings related to employee discipline cases.
- Provides assistance and advice on disciplinary processes.
- Represent Office of Labor Relations at disciplinary hearings and appeals.
- Serve as Labor Relations representative in scheduled labor-management meetings.
- Assists in the development of tools and processes to support labor policies and practices.
- Serves as primary contact with Systems and Strategy and HCIS on data systems and reports related to grievances and disciplinary actions.
- Provides assistance and advice to and collaborates with Talent Management to recommend, develop, coordinate, and conduct employee and labor relations training.
- Determines appropriateness of requests and supplies data to outside agencies and jurisdictions.
- Keeps current on relevant local, state, and federal legislation.
- Interprets and applies laws, rules, regulations and contractual provisions.
- Maintains effective relationships with labor organizations, City Schools employees and the public.

- Works both independently and collaboratively with teams.
- Communicates effectively verbally and in writing.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and the professional standards.

**Maximum Salary**\$133828.00

**Minimum Salary**\$78456.00

### **Desired Qualifications**

- Bachelor's degree in human resources, education, business administration, or a related field required. Degree must be from an accredited college or institution.
- Three years of labor relations or employee relations experience including conflict resolution preferred.
- Established skills in resolving grievances and labor disputes preferred.
- Established skills in labor contract negotiations preferred.
- Excellent interpersonal and leadership skills.
- Excellent verbal and written communication skills, including persuasive negotiating skills.
- Demonstrated ability to exercise effective independent judgment and creativity in developing innovative approaches to healthy management-union relations.
- Advanced skills in the use of Windows environment and applications including Microsoft Word, Excel, PowerPoint, Microsoft Publisher and Outlook.
- Ability to analyze data objectively and make recommendations on a variety of administrative issues.
- Ability to remain flexible in a creative and challenging work environment.
- Detail oriented, with good organizational skills.

### **Full time**

### **Additional Details**

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

**This position is not affiliated with a bargaining union.**

**This position is affiliated with the City Retirement Plan.**

**In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$78,456 - \$109,541).**