TOWN OF TRUMBULL
ANNOUNCES AN OPENING FOR A

DIRECTOR OF LABOR RELATIONS

CONTRACTUAL POSITION

SALARY:	Salary negotiable, depending upon experience and qualifications, plus benefits.
HOURS:	40 hours per week
CLOSING DATE:	Friday, December 27, 2013, or until position is filled.

Please submit your resume to HR/Civil Service, Trumbull Town Hall, 5866 Main Street, Trumbull, Connecticut, 06611 on or before Friday, December 27, 2013.

Each candidate must have had the required experience and training to be eligible for this position as outlined on the attached job description.

Candidates must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

Resumes may be emailed to mmeier@trumbull-ct.gov. or mail to HR/Civil Service, Trumbull Town Hall, 5866 Main Street, Trumbull, CT 06611.

EOE

TOWN OF TRUMBULL
DIRECTOR OF LABOR RELATIONS

General Duties and Responsibilities:

1. Manage and coordinate all labor relations activities include negotiation, preparation, planning, and strategy for separate Town bargaining units.
2. Act as chief spokesperson for the Town in bargaining unit negotiations, and all personnel actions.
3. Manage ongoing activities including contract administration, grievance handling, prohibited practices charges, EEO complaints, supervisory training on contract provisions or practices, grievance arbitration, and other related activities.
4. Manage and coordinate planning and administration of employee compensation, both union and non-union, public and private sector market compensation surveys and studies, performance, appraisal and evaluation, job evaluation, and design including reclassifications.
5. Research, develop, present for approval, negotiate and implement desired changes in benefit programs.
6. Establish and maintain strong functional relationships with outside providers of benefit programs such as health benefits, life insurance, deferred compensation, retirement plan investment advisors, and workers compensation.
7. Plan and manage all risk management activities for the Town.
8. Establish and maintain formal record keeping procedures covering workers compensation, heart and hypertension, property and liability, OSHA compliance, and other risk management activities.
9. Develop, implement and administer investigation and compliance procedures working with outside suppliers, vendors, physicians, lawyers, affected individuals and employees to reduce duplication of benefits, ensure legitimacy of payment, and ensure proper treatment is provided in deserving cases.
10. Plan, provide and implement safety training programs using available inside and outside resources.
11. Plan, provide and implement training and ongoing professional development activities to department heads regarding supervisory responsibilities and standards for performance evaluation of subordinate employees.
12. Research, develop, present for approval and implement effective personnel policies; develop, produce, and distribute employee handbooks.
13. Administer the pension and defined contribution plans for the Town.
14. Administer retiree benefits and serve as the Town's Pension Administrator.
15. Collaborate with the Town Attorney's office on legal issues, contracts and judicial pronouncements relative to risk management.
16. Maintain Town's compliance with all applicable labor laws and collective bargaining laws. Research and report on best practices related to labor relations and collective bargaining.

Supervision Received:
Works under the direction of the First Selectman

Supervision Exercised:
Supervises departmental staff.

Minimum Qualification, Knowledge, Skill and Ability:

1. Knowledge of principles and methods of public personnel administration, position classification and employee relations administration.
2. Thorough knowledge and appreciation of the recognized standards of merit system administration and their operating requirements.
3. Considerable knowledge of the principles, methods and practices of office management.
4. Knowledge of principles of organization and budgeting.
5. Considerable ability to originate and establish long-range plans for the personnel programs of the Town.
6. Ability to negotiate collective bargaining contracts and resolve grievances.
7. Ability to carry out special and general assignments requiring development of procedures without specific instruction or direct supervision.
8. Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, employees and their representatives, professional groups, officials of other agencies, attorneys and the general public.
9. Clear and concise written and oral expression.

Experience and Training:

1. Bachelor's in business, public administration, personnel administration or related field.
2. Juris Doctorate preferred.
3. At least 5 years of experience in municipal labor relations.