



JOB ANNOUNCEMENT

Senior Labor Relations Specialist, GY07

Chicago Department of Aviation

Labor Relations Division

Number of Positions: 1 (Additional vacancies possible pending budget approval)

Starting Salary: \$73,800.00

Applications for this position will be accepted until 11:59pm CDT on June 26, 2024.

Under general supervision, performs and oversees the conduct of professional labor relations work, and performs related duties as required.

ESSENTIAL DUTIES

- Coordinates labor relations projects to ensure their completion in a timely and efficient manner.
- Advises and assists managers and labor relations liaisons in resolving labor relations concerns and issues.
- Assists lower-level staff in the interpretation and administration of labor contracts.
- Advises labor relations liaisons and department managers on the proper interpretation and intent of collective bargaining agreements.
- Monitors labor relations activities to ensure that collective bargaining agreements are properly administered.
- Attends bargaining negotiations and research issues arising out of the collective bargaining process for use by the department's negotiation team.
- Surveys operating departments regarding changes to union agreements for contract negotiations.
- Makes presentations and conducts training seminars explaining the disciplinary process and contract provisions to management or employees.
- Assists in the coordination of City-wide reduction-in-force activities to ensure that contract provisions regarding personnel actions are strictly followed.
- Maintains files (e.g., awards, arbitrations, grievance outcomes) for future reference.
- Handles discipline for vehicle and accident reports.

- Serves on the Accident Review Committee.
- Serves as EEOC and VIW claims liaison.
- Handles unemployment claims and coordinates hearings.
- Participates in Labor Managements and HR Liaison meetings.
- Maintains employee transfer request and updated recall list and handles the referral distribution

Additional duties may be required for this position

Location: Aviation Administration Building, 10510 W. Zemke Road, Chicago
 Shift: Monday thru Friday
 Hours: 8:30 AM - 4:30 PM or 9:00 AM - 5:00 PM

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Human Resource Management, or a directly related field plus three years of employee relations, labor relations, industrial relations or professional personnel administration experience, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

NOTE: Must be flexible to early and/or late meetings and occasional weekends.

NOTE: This position supports and requires travel to both O'Hare and Midway International Airports.

NOTE: The candidates selected for hire must pass an airport background check and a Security Threat Assessment.

NOTE: This position requires a valid driver's license at the time of hire.

SELECTION REQUIREMENTS: This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Preference will be given to candidates possessing the following:

- Bachelor's degree from an accredited college and/or university.
- Previous experience in employee relations, industrial relations, or human resources.
- Previous experience administering employee grievances.
- Previous experience advising managers and/or labor relations liaisons resolving employee grievances, concerns and issues and on proper interpretation and intent of collective bargaining agreements (CBA's).
- Previous experience responding to unionized employee grievances and complaints.
- Previous experience monitoring labor relations activities to ensure CBA's are properly administered.
- Previous experience utilizing skills required to research labor relations issues.

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Brandon Johnson, Mayo

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[Job Search - Basic Search - Taleo](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Senior Labor Relations Specialist**

Senior Labor Relations Specialist (O'Hare)
\$73,800.00
Job #399392
07/12/24 - 07/26/24

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)