

City Union of Baltimore

Local 800, AFT-AFL-CIO

Position Announcement - Labor Relations Specialist
Grade 90 – Salary Range \$44,858 - \$54,520

Under the direction of the President or designee of the City Union of Baltimore, the Labor Relation Specialist promotes the career and quality of work life for employees in Baltimore City. Applicants for this position perform the following duties and must meet the following qualifications.

RESPONSIBILITIES AND DUTIES

- Investigate and evaluate union complaints or augments to determine viability;
- Prepare evidence for disciplinary hearings and grievances;
- Conduct informational meetings with employees;
- Schedule and conduct labor/management meetings;
- Interpret collective bargaining agreements;
- Administer and manage policies and procedures as set forth in collection bargaining agreements and management documents;
- Assist with gathering information for collective bargaining negotiations;
- Prepare and submit required forms and reports;
- Review and approve employee disciplinary actions, such as written reprimands, suspensions, or terminations;
- Assist with membership organizing; participate on committees;
- Assist with the representative trainings and workshop initiatives;
- Select mediators or arbitrators for labor disputes;
- Prepare letters, memos, emails and necessary forms;
- Conduct meetings with area-vice presidents and stewards;
- Conduct training sessions and workshops;
- Other duties as required.

QUALIFICATIONS

- Must be an employee of the Mayor and City Council;
- Three-five years' experience with grievance handling;
- Good interpersonal skills and the ability to work with co-workers;
- Have the ability to interact in a professional and polite manner;
- Have a reliable personal insured vehicle;
- Good communication skills, both verbal and written;
- Have word processing, computer knowledge and good telephone etiquette.

Forward resume by **March 1, 2017** to:

U.S. Mail:

Personnel Committee
City Union of Baltimore
2117 N. Howard Street
Baltimore, Maryland 21218

Email: personnel@cub-aft.org or **Fax:** 410.962.1495