



LABOR AND EMPLOYEE RELATIONS SPECIALIST (REPOST)

DEPARTMENT: Human Resources

SALARY: “Level 8” \$62,958 to \$91,288 per year

AFFILIATION: Non-Union

FLSA: Exempt

ANNOUNCEMENT #: 3340001

POSTED: 02/06/2024 **END:** Open until filled.

The City of Wilmington, a top Delaware employer, provides public services and maintains its workforce's quality and fiscal stability through the Human Resources Department. The department oversees recruitment, training, payroll, benefits, collective bargaining, and risk management. The Labor and Employee Relations Specialist, supervised by the Deputy Director of Human Resources, specializes in contract negotiation, contract administration, policy recommendations, and employment law compliance.

DUTIES AND RESPONSIBILITIES

This expert professional manages labor and employee relations, administers labor contracts, polices & procedures, resolves grievances, and provides guidance on various HR matters. Additional responsibilities include:

- Administers and interprets polices and bargained labor contracts, to all employee levels.
- Coaches/assists with performance management, employee relations, contract administration, industry trends, and effective management practices.
- Conducts regular labor-management meetings, serves as hearing officer for grievances and develops employee relations strategies to promote harmonious working relationships.
- Conducts workplace investigations, analyzes labor and employee issues/inquiries, and drafts detailed timely responses under the guidance of the Deputy Director of Human Resources.
- Assists Director/Deputy Director in mediations, arbitrations and litigation alongside and Law Department
- Collaborates with leaders and outside counsel to develop data-driven negotiation strategies in support of operational needs and goals.
- Coordinates with the Learning and Development Coordinator, implementing training to support needs and goals.
- All other duties as assigned.

EDUCATION AND EXPERIENCE

Requires a bachelor's degree in human resources management, labor and industrial relations, or a related field with five (5) years of experience in labor or employee relations; or equivalent combination of education and experience with a demonstrated ability to perform the job responsibilities. **Preferred:** HR/Labor relations certification (SHRM, HRCI, IPMA, CLRP, etc.).

- **Knowledge:** Thorough knowledge of labor/employee relations and contract negotiations. Proficiency in the application of federal, state, and local anti-discrimination laws, rules, and regulations (FLSA, FMLA, ADA, EEO, etc.).
- **Skills:** Solid workplace investigation, mediation, and conflict resolution skills. Excellent communication (written and oral) skills; strong critical thinking and project management skills.
- **Abilities:** Proficiency in Microsoft suite, strong attention to detail; excellent listener; collaboration, and trust; maintains confidentiality and high ethical standards.



Licenses: Possess and maintain a valid driver's license with a good driving record.

CANDIDATE EVALUATION

Evaluation for this position includes a review of the application materials, certification of qualified applicants, a written exercise, and a panel interview (in-person or virtual).

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Selected applicants must pass a criminal background investigation and pre-employment physical.

- **Physical Requirements:** Occasionally lift and/or move up to 25 pounds. Frequently listen, talk and/or hear. Prolonged seating.
- **Vision:** Requires up close vision and ability to adjust focus.
- **Location and Schedule:** City/County Building; Business hours are Monday Friday, 8:30 am - 4:30 pm., hybrid schedule available upon approval.

TOTAL COMPENSATION

Compensation encompasses both salary administration and a comprehensive benefit package:

- **Salary Administration:** New employees are hired at the start and up to the median salary, based on qualifications and internal equity. Annual merit increases are provided based on a satisfactory performance review.
- **Benefits:** Robust benefit package with medical/dental beginning on the date of hire. Additional details available at www.wilmingtonde.gov/benefits.

SUPPLEMENTAL INFORMATION

This position is open to all internal and external applicants who meet the minimum qualifications.

- To apply visit www.WilmingtonDE.gov. Computers are available in the Department of Human Resources, City/County Building, 800 N. French St, 4th Floor, Wilmington, DE 19801. Call 302-576-2460 to schedule an appointment for computer use.
- The City of Wilmington is an equal opportunity employer.
- City residency required within twelve (12) months from date of hire.
- The City Code provides preference for eligible internal candidates, veterans, and current city residents.
- The City of Wilmington is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the Delaware Persons with Disabilities Employment Protections Act, it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call 302-576-2466.