

INTERNAL POSTING ONLY

CITY OF JACKSON, MICHIGAN
AN EQUAL OPPORTUNITY EMPLOYER
HUMAN RESOURCES DIVISION

Vacancy Announcement: **LABOR RELATIONS TECHNICIAN**

(Part-time position, may lead to full-time)

General Summary:

Under the general supervision of the Assistant City Manager/Operations, performs high level administrative and technical duties in support of the City's Personnel and Labor Relations Program.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides day-to day customer service on a variant of human resources matters including employment, benefits, leave of absence programs, policy interpretation and collective bargaining agreement interpretation. Prepares and distributes job postings and updates job descriptions.
2. Administers workers compensation and family medical and other leave programs, Interfaces with the City's third party administrators. Compiles and files mandated incident and safety reports and follows-up with management and staff on leave issues.
3. Responsible for developing and/or maintaining a departmental filing system which allows the efficient storing and retrieval of information in accordance with department policy, City ordinance, and state and federal regulation.
4. Maintains a variety of detailed and confidential personnel records including date of hire, promotion, class grade, step, salary, date of next increase, race and gender. Prepares EEOC reports, handles court orders and completes special reports as requested.
5. Coordinates enrollment for the City's employee flexible benefit program. Orients and processes newly hired employees with regard to the City's benefit and insurance offering including health, vision, dental, disability, life, workers compensation, retirement and pension and related programs.
6. Coordinates all enrollment changes for health insurance carriers for all full-time employees and retirees and computes monthly premium shares.
7. Administers all health, vision, dental, employee/dependent life and long term disability insurance plans for City employees and retirees. Reviews monthly billings, determines proper coverage levels for payment in accordance with labor agreements and personnel policy and completes insurance transfers for retirees.

8. Oversees the workers compensation program. Prepares and processes claims, billings and related materials and provides information to employees on procedures and coverage. Maintains direct contacts with workers compensation carrier, medical professionals and attorneys. Compiles documentation and establishes cases files for contested claims, excessive lost time cases and other litigation. Prepares wage information for lost time cases to determine weekly benefit payment.
9. Creates and maintains data and prepares a variety of internal and external reports including annual census reports for insurance carriers, accident and injury summaries and related MIOSHA reports for insurance carriers and safety committee.
10. Responsible for processing all personnel requisitions initiated by department heads, including advertising in various media publications and websites, reviewing applications for appropriate data and qualifications.
11. Assists in developing and/or amending employment examinations and weighting systems, schedules and administers examinations and notifies all parties as required.
12. Schedules post-employment physicals and drug screens; assists in scheduling physician appointments for injured employees.
13. Prepares unemployment compensation claim reports, wages and related reports for terminated employees. Completes employment verifications.
14. Maintains performance evaluation system.
15. Prepares driver's license reports on all city employees using Secretary of State computer access system and prepares appropriate department notifications.
16. Prepares confidential Criminal History checks (CCH) on new employees and current employees as directed by the Assistant City Manager/Operations.
17. Review employee's judgement of divorce for possible benefits disbursements; coordinate processing of DRO/EDRO for actuary approval.
18. Processes personnel action requests and separation records by verifying wage rate and classification, and records changes in record system. Maintains monthly records with respect to new hires, terminations, transfers and promotions and notifies department heads of step increases due to their respective employees.
19. Works with the City's Pension Coordinator to process retirements and requests for estimated benefits. May prepare requests for final average salary to Finance Department and submits final average salary and other related data to actuary for calculation of retirement benefits. Administers verification and compliance process for retiree audit.
20. Counsels employees and retirees regarding labor contract and personnel policy matters, fringe benefits and leaves. Coordinates employee seminars, giving detailed information on benefits, personnel policies and labor relation programs.
21. Assists in receiving complaints and requests for FOIA information and other requests. Compiles information, completes surveys, explains departmental procedures and refers unique situations to appropriate personnel for assistance.

22. Coordinates special programs as assigned.
23. Updates the City's Personnel Policy manual to reflect amendments, additions and deletions. Distributes modified policies to all departments for inclusion in manuals.
24. Creates and maintains databases and prepares a variety of internal and external reports. Conducts research, compiles data and completes special projects as assigned. Confers with Assistant City Manager/Operations and other administrators, provides technical advice and makes recommendations pertaining to labor relations issues.
25. Composes or transcribes correspondence, reports, memos and other documents. Participates in the drafting and development of personnel forms, systems, policies, procedures, and record keeping systems.
26. Assists with departmental annual budget.
27. Performs the work of lower classified employees and related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- An Associate's degree with four (4) years of administrative experience related personnel administration or labor relations, or an equivalent combination of job-related education and experience.
- Considerable knowledge of the methods, processes and procedures related to personnel administration, including labor relations and collective bargaining activities.
- Strong customer service orientation and knowledge of the methods and approaches to administrative management.
- Knowledge of federal and state regulations governing labor relations and confidential record keeping. Ability to proficiently use and interpret the City's personnel policies and administrative procedures.
- Knowledge of labor contracts and the negotiations process.
- Skill in the use of general office equipment, including computers and related software, specialized systems and databases. Must be proficient with Microsoft Word and Excel.
- Ability to perform mathematical computations and type with speed and accuracy.
- Ability to read, write, speak and understand the English language.
- Ability to work independently and exercise discretion related to the handling of confidential information.
- Ability to interact professionally and constructively with insurance and professionals, administrators and other employees.

- City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting where the noise level is moderate.

Salary Schedule: Grade 9 This is a part-time position, but may lead to full-time.

<u>Step 1</u>	<u>Step 1 ½</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	
\$21.09/hr.	\$21.49/hr.	\$21.90/hr.	\$22.73/hr.	\$23.59/hr.	
<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
\$24.49/hr.	\$25.42/hr.	\$26.39/hr.	\$27.39/hr.	\$28.43/hr.	\$29.51/hr.

Inquiries, resumes and applications may be directed to City of Jackson, Human Resources Division/Personnel, 161 W. Michigan Ave., 6th Floor, Jackson, MI 49201; fax (866) 522-9005; or e-mail: apply@cityofjackson.org. Applications can be located at www.cityofjackson.org or from the Human Resources Division. Applications will be received until 5:00 p.m. Tuesday, November 29, 2016. RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED CITY OF JACKSON APPLICATION.

(The City of Jackson will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by application law).

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