

**CITY OF NEW HAVEN**  
**DEPARTMENT OF HUMAN RESOURCES**  
**200 ORANGE STREET, NEW HAVEN, CT 06510**  
www.newhavenct.gov

229817-1

**POSTED: FEBRUARY 21, 2022**  
**REMOVAL DATE: APRIL 18, 2022 (extended)**

**POSITION: LABOR RELATIONS STAFF ATTORNEY (M-0879) (TESTED)**  
**DEPARTMENT: CORPORATION COUNSEL, Labor Relations**  
**SALARY: (Within EXEC MGMT & CONF RANGE E5): \$84,036 - \$98,913 Annualized**  
**HOURS: 35 HOURS PER WEEK**  
**FUNDING: GENERAL FUNDS**

The Labor Relations Staff Attorney is accountable for independently performing a full range of labor relations activities related to public sector bargaining and municipal employees. Examples of work include: Acts as a negotiator including serving as chief spokesperson in collective negotiations of labor contracts for the City. Advises and counsels City officials in labor relations matters. Assists in recommending economic guidelines for settlement. Conducts grievance conferences with City and union officials. Conducts legal research. Interprets and administers pertinent statutes, regulations, and collective bargaining agreements. Issues written findings to settle grievances and preserve integrity of labor agreement. Prepares and presents City's case at binding rights and interest arbitrations, grievance arbitrations, and civil litigation. Investigates allegations of employee misconduct.

**MINIMUM REQUIREMENTS include:**

Candidate will have three years of professional experience with primary responsibility for labor relations matters, labor contract negotiations and/or presentation of arbitration, prohibited practice complaints, and/or employment litigation. Additionally, must possess the following knowledge, abilities and skills, including but not limited to: Considerable knowledge of collective bargaining and labor relations; Considerable knowledge of rules of evidence; Considerable knowledge of relevant state and federal laws, statutes, regulations and guidelines; Considerable knowledge of rules of practice and procedures before courts and administrative bodies; Knowledge of human resources administration and affirmative action; Knowledge of public sector job classification, compensation and benefits; Considerable negotiating skill; Considerable skill in writing technical contract provisions.

**SPECIAL REQUIREMENTS, LICENSES & CERTIFICATIONS**

Must possess a law degree and be member in good standing with the Connecticut Bar and the Federal Bar. Must possess a valid CT drivers' license with a good driving history. May be required to travel.

**TO APPLY**

In order to be considered for this title, you must apply during the posting period via the online application portal.

- 1) Go to <https://newhavenct.munisselfservice.com/>
- 2) Click on the "Employment Opportunities" link in the right margin (or found under "Expand Menu" if on a handheld device) and follow all instructions provided on that page. You will need a valid, working email address to apply.
- 3) Applicants must fulfill Civil Service requirements by completing a Training & Experience Questionnaire that you **must** access at this link: <https://tinyurl.com/2mz6c27j>

Employment is contingent upon the successful completion of: (1) a pre-employment background check, (2) a pre-employment physical examination, including pre-employment drug screening, (3) registration in the New Haven COVID Vaccination/Testing portal and providing proof of Full Vaccination as per the Mandatory COVID Vaccination/Testing Policy (available to review at [www.newhavenct.gov/gov/depts/hr/default.htm](http://www.newhavenct.gov/gov/depts/hr/default.htm)), and (4) a 90-day probationary period. Instructions and information on this pre-employment process are included in Conditional Offer of Employment.

Applications for this position only accepted online at <https://newhavenct.munisselfservice.com/>.

If you experience technical difficulties in the online application process, please contact our office at 203-946-8252 or email [NHJobs@newhavenct.gov](mailto:NHJobs@newhavenct.gov).

If you experience difficulties in accessing the Training & Experience Questionnaire, contact [Nmarcano@newhavenct.gov](mailto:Nmarcano@newhavenct.gov)

**Please note that the only method of communication with applicants for this position will be by email. You must provide a valid, working email address and you will need to monitor your email, including spam/junk folders, for correspondence from the New Haven Human Resources Department.**

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D/**

Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States.

## **JOB DESCRIPTION: LABOR RELATIONS STAFF ATTORNEY**

### **REPORTS TO:**

Work is performed under the general direction of the from the Corporation Counsel and direct supervision from the Director of Labor Relations, with considerable latitude for the exercise of independent professional judgment and is reviewed through meeting and evaluation of results.

### **SUPERVISES:**

May lead/supervise lower level employees as assigned. May lead management negotiating teams during collective bargaining.

### **PRIMARY FUNCTION:**

The Labor Relations Staff Attorney is accountable for independently performing a full range of labor relations activities related to public sector bargaining and municipal employees.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Acts as a negotiator including serving as chief spokesperson in collective negotiations of labor contracts for the City.
2. Advises and counsels City officials in labor relations matters.
3. As a negotiator, facilitates harmonious working relationships among parties in contract negotiations.
4. Assists in recommending economic guidelines for settlement.
5. Conducts grievance conferences with City and union officials.
6. Conducts legal research.
7. Conducts research into pertinent labor relations issues to develop negotiating positions and strategies.
8. Coordinates research concerning comparative settlements.
9. Coordinates, plans and manages assigned activities.
10. Develops or assists in development of labor relations related policy.
11. Interprets and administers pertinent statutes, regulations, and collective bargaining agreements.
12. Develops labor relations contract proposals.
13. Drafts and negotiates precise technical contract language to effectuate agreements.
14. Ensures consistency of policies and procedures and uniform interpretation and administration of agreements.
15. Facilitates mediation process.
16. Issues written findings to settle grievances and preserve integrity of labor agreement.
17. Prepares and presents City's case at binding rights and interest arbitrations, grievance arbitrations, and civil litigation.
18. Prepares case briefs for submission to Arbitrator, Hearing Officer, or Judge.
19. Prepares exhibits and witnesses.
20. Provides guidance to management concerning all labor/union related matters including contract interpretation and administration.
21. Responds to and represents the City in unfair labor practice complaints.
22. Reviews and analyzes existing contracts as well as pertinent grievance and arbitration awards.
23. Reviews cost and impact analyses of union proposals and analyzes impact of non-economic proposals.
24. May represent the City in court.
25. May serve as a witness.
26. Investigates allegations of employee misconduct.
27. Performs other related work as required.

**NOTE:** *The above description covers the principal duties and responsibilities of the job and shall not be construed as a complete listing of all duties or as a contract.*

**EDUCATION, QUALIFICATIONS & EXPERIENCE:**

Three (3) years of professional experience with primary responsibility for labor relations matters, labor contract negotiations and/or presentation of arbitration or prohibited practice complaints.

**KNOWLEDGE, EXPERIENCE, SKILLS, & ABILITIES:**

1. Considerable knowledge of collective bargaining and labor relations;
2. Considerable knowledge of rules of evidence;
3. Considerable knowledge of relevant state and federal laws, statutes, regulations and guidelines;
4. Considerable knowledge of rules of practice and procedures before administrative bodies;
5. Knowledge of human resources administration and affirmative action;
6. Knowledge of public sector job classification, compensation and benefits;
7. Considerable negotiating skill;
8. Considerable skill in writing technical contract provisions;
9. Considerable ability to apply judicial and administrative decisions to provisions of labor agreements;
10. Considerable ability to interpret and apply statutes, contracts and regulations;
11. Considerable ability to prepare and present cases at arbitration or other administrative hearings and court;
12. Ability to work with individuals from diverse backgrounds;
13. Ability to communicate effectively, both orally and in writing;
14. Ability to demonstrate computer literacy at a level needed for daily use;
15. Ability to establish and maintain effective working relationships with city, state and federal officials, subordinates and representatives of allied and cooperating agencies;

**SPECIAL REQUIREMENTS, LICENSES & CERTIFICATIONS**

1. Must possess a law degree and be member in good standing with the Connecticut Bar and the Federal Bar.
2. Must possess a valid CT drivers' license with a good driving history.
3. May be required to travel.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

Physical Requirements	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
<i>Lifting or force be exerted? If so, how much and how often?</i>				
	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Working Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**SALARY, BARGAINING UNIT & APPLICABLE TERMS OF EMPLOYMENT:**

Confidential - Exempt Salaried (E5) Civil Service Tested GF. Terms of employment governed by Executive Management & Confidential Procedures.