

The City of Charlottesville, VA

invites your interest in the position of



LABOR RELATIONS MANAGER



Salary

**\$100,000 to \$131,185.11 annually,
plus excellent benefits**

About Charlottesville, VA

Within a total of 10.4 square miles and an estimated population of 49,000 (and Charlottesville SMSA population of over 200,000) the City of Charlottesville is located in West Central Virginia, approximately 120 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888.

Charlottesville serves as the economic, cultural, and educational center of a multi-county region. The City has ample health care resources. The University of Virginia's Health Sciences Center provides world renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has a well-regarded comprehensive women's health center, oncology center, and a strong community focus. The University of Virginia straddles the city's southwestern border. Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists every year.



Whether you are looking for an outdoor adventure such as hiking, biking, paddling, and camping, or you prefer fine dining, shopping or the arts, the unique and picturesque experience of Charlottesville is sure to win you over. Its scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community.

Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African-American Cultural Arts Festival, among many others that occur throughout the year. The City has received many notable awards and recognitions and is consistently at the top of everyone's "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S."

About the Organization

The City operates under a City Manager/Council form of government. The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions. Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager.

The City currently has two Deputy City Managers who assist the City Manager in the operational and financial aspects of all City functions, coordinating interdepartmental activities and assisting with assignments relating to the racial diversity, equity and inclusion, planning, direction, control, evaluation of the operations and programs of the City Government, relations with City Council, and the coordination of the City's operating and capital improvement budgets.

The City offers a full range of services including but not limited to: transportation, police, fire, public works, public utilities, social services, parks & recreation, neighborhood development services, finance, etc. There are approximately 1,030 budgeted full-time positions and 75 budgeted part-time positions at the City, and there are 25 department heads who report to one of the Deputy City Managers or to the City Manager. The Human Resources Director reports to the Deputy City Manager of Racial Equity, Diversity & Inclusion (REDI).

About the Department

Human Resources is a growing department and there are currently a total of 11 full-time positions; 3 of which are newly created positions (Deputy HR Director, Labor Relations Manager, and Recruitment & Talent Acquisition Specialist) that are anticipated to be filled this year to provide department and organizational support.

The HR Department's functional service areas include: recruitment and retention, employee and labor relations, (including grievances, performance management and collective bargaining), training and organizational development, employee and retiree benefits, workers compensation, leave administration, wellness, policy development and compliance, human resources administration (including payroll transactions) and personnel records retention.

Overview of the Position

- ⇒ The new Labor Relations Manager (LRM) will be a key part of the City's new collective bargaining process (as authorized under the City's Council-approved Collective Bargaining Ordinance) and will report to the Human Resources Director.
- ⇒ The LRM will serve as lead negotiator for the City's new collective bargaining process and will develop bargaining strategies working with a management team to negotiate agreements for any bargaining units and subjects allowed under the Ordinance.
- ⇒ The LRM will also work to foster and develop cooperative working relationships with the bargaining unit representatives.
- ⇒ The LRM will provide advisement, training and presentations to City leadership on related labor relations.

The Ideal Candidate

Reporting to the Director of Human Resources, this exciting new position will have a ground breaking, foundational opportunity to help set a positive path for the City's labor relations and collective bargaining process. This position will work both independently and as part of the HR team, to understand multiple varying interests and stakeholders while developing trust along the way. In this role you will be relied upon as a skilled, labor negotiator and contract manager and a trusted subject matter expert in employee and Labor Relations.

As a dynamic and effective communicator, you will work with and provide advisement to other members of the City's leadership on a bargaining team to successfully negotiate labor agreements. You will also work with the leadership, department directors, attorneys, managers, and the Human Resources team to ensure that the City's employee and labor relations practices are consistent, equitable, and align with our core organizational values.

The Labor Relations Manager will serve as a City bargaining representative at the negotiations table, advise on, assist with and/or handle grievances and serve as City representative for matters presented before the Labor Relations Administrator and will advise and train City management on compliance with union contracts, employment policies and laws. The LRM will also conduct and/or assist managers in conducting performance investigations and other workplace investigations.

There will be opportunities to collaborate with department supervisors and HR Team members on best approaches to provide training, address employee or team performance and assist with workplace conflict resolutions. You will also manage and conduct investigations of City policies and procedures including complaints and/or misconduct and implement remedial action to address issues or contribute recommendations to improve workplace culture and foster equitable policies at the City.

Compensation and Benefits

Hiring salary will be between \$100,000 to \$131,185.11 annually, dependent on education and experience level.

◇ Reasonable relocation assistance will be available.

The City offers an outstanding program of employee benefits, including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person.

- **Medical Insurance:** Coverage is available through Aetna for employees, spouses and dependents.
- **Dental Insurance:** Provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **Vision Insurance:** The City's vision insurance is through MetLife.
- **Life Insurance:** The City provides basic term life insurance in an amount equal to two times your annual salary. The City pays the premium. You may also purchase additional life insurance.
- **Cancer/Accident/Disability Insurance** is available for purchase.
- **Holidays:** City employees receive 14 paid holidays per calendar year (13 observed, 1 floating).
- **Vacation and sick leave** are accrued on a bi-weekly basis. Vacation accrual is based on length of service. An employee with 0-3 years of service accrues 3.09 hours of vacation per bi-weekly pay period or 80 hours per year. All forty-hour employees accrue 4.62 hours of sick leave per pay period or 120 hours per year. Employees who leave employment with the City are eligible to receive compensation for unused vacation time up to the maximum accrual limit. There is no compensation for unused sick leave. However, employees participating in the City's defined benefit retirement plan can convert a percentage of their unused sick leave for additional service credit.
- **Flexible Spending Accounts** for health, dependent care, and transportation/parking expenses.
- **Retirement:** The City offers two retirement plan options – a Defined Benefit Pension Plan and a Defined Contribution 401(a) Plan. You may choose one of the two retirement plans. The Defined Benefit Plan by definition is a traditional pension plan that pays a monthly benefit in retirement using a defined formula based on the employee's earnings history, tenure of service, and age. In addition to an employer contribution, there is a five percent (5%) of base salary bi-weekly, pre-tax employee contribution that will be refunded if you terminate employment prior to vesting. The Defined Contribution Plan by definition is a plan in which fixed contributions are paid into an individual's account by the employer. The contributions are then invested and returns on the investment, positive or negative, are credited to the individual's account.
- **Long Term Disability:** The City provides long term disability insurance at no cost. If unable to work due to illness or injury, the plan replaces 60% of your basic monthly earnings up to a maximum of \$6,000 per month. There is a 90-day elimination period.
- **Deferred Compensation Plan (457):** Participation is voluntary. The employee on a pre-tax basis makes all contributions. ICMA is the administrator for the City's plan.
- **Educational Assistance:** The City currently will pay up to \$1,200 per fiscal year towards undergraduate, or up to \$2,000 towards graduate level courses, for courses taken at approved institutions that qualify as career development. Funds are approved at the beginning of the fiscal year.
- **Gym Reimbursement Program:** Reimbursement to employees on a quarterly basis through payroll, up to \$34.00 per month, based on the cost of an individual membership.
- **Employee Assistance Program (EAP):** The program is confidential and available to employees and family members at no cost.

Qualifications

REQUIRED:

- Associates Degree or two years of college in human resources, finance, business, or a related field.
- Four (4) years' collective bargaining experience, actively participating in the strategy for and/or leading negotiations with more than one bargaining unit.
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification.
- Certified Labor Relations Professional (CLRP) certification or ability to obtain within one (1) year from date of hire.

PREFERRED:

- Six (6) years of experience in labor and employee relations and/or employment law preferred.
- Four (4) years of management experience, including negotiations experience participating/leading the bargaining process in a medium to large size organization with several bargaining units preferred.
- Public sector experience working with labor partners and/or experience as a lead negotiator preferred.
- Supervisory experience preferred.
- Professional certification such as IPMA-CP, IPMA- SCP, PHR, SPHR, SHRM-CP, or SHRM-SCP preferred.
- Bachelor's Degree with an emphasis in labor relations; or an equivalent combination of education and experience preferred.

To Apply

To view the complete job information and to apply, visit www.charlottesville.gov/jobs. Applications are only accepted online through the City of Charlottesville employment page. Please also submit with your online application a cover letter.

This employment opportunity is listed as Continuous/Open Until Filled. If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position has been filled and may close at any time.

City of Charlottesville is an Equal Opportunity Employer and Values Diversity at All Levels of its Workforce.



Organizational Values

LEADERSHIP • TRUST • CREATIVITY • RESPECT • EXCELLENCE