

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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WEB SITE: [www.manchesternh.gov](http://www.manchesternh.gov)



## **EMPLOYEE RELATIONS MANAGER/CHIEF NEGOTIATOR**

(Announcement Number R-061-14)

Grade 25 Exempt

Pay Range: \$73,369.17\* – 104,606.89 plus comprehensive benefits package

\*Starting pay not to exceed: \$73,369.17 (step one).

### **THE JOB:**

The position represents the City in the negotiations of all collective bargaining agreements, including preliminary meetings, discussion, mediations, fact-finding and arbitration. Conducts the employee grievance procedure and conducts pre-arbitration hearings. Investigates unfair labor practice complaints, including preparing filings, answers and advocacy at hearings. Provides information to the Human Resources Director and the Board of Mayor and Aldermen with regards to negotiation strategy, contract ratification, mediation and fact-finding.

### **MINIMUM**

### **QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Personnel Administration or Business Administration; and considerable experience in contract negotiations, public sector management, labor relations and human resources operations; or equivalent combination of experience and training.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests, and a thorough background investigation.**

### **APPLICATION**

### **PROCEDURES:**

Candidates must complete a City of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept. City Hall Annex. Submission of a resume is optional. Applications will not be accepted if received after the closing date.

### **OPENING DATE:**

**November 20, 2014**

**CLOSING DATE: December 26, 2014**

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*