

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION - LABOUR RELATIONS – LOCATION – 120 KING ST. W., 9th FLOOR)

LABOUR RELATIONS ANALYST

SUMMARY OF DUTIES

Reporting to the Manager, Labour Relations, provides a comprehensive range of analytical and support services to all labour relations processes, including collective bargaining and grievance administration. Responsible for the delivery of administrative and technical support to the Labour Relations Officers as well as the administration of the Labour Relations Administration Tracking System.

GENERAL DUTIES

Input and track grievances into HRIS, schedule all meetings as appropriate, implement settlements at every step in the grievance process.

Develop proposals for the collective bargaining process ensuring that all committee members have adequate and appropriate information.

Conduct research and analysis for benchmarking purposes within relevant market sectors.

Interpret information researched and provide analysis on the monetary implications of all scenarios.

Prepare costing scenarios during collective bargaining negotiations.

Assist in the development of reports, including the research and gathering of relevant information.

Attend collective bargaining negotiations to support Labour Relations team, analyze scenarios being discussed.

Assist in the development of Council related reports with respect to status of the respective collective bargaining processes.

Modify and revise the existing collective agreement which incorporates all newly negotiated changes, revisions and deletions to form part of the newly created collective agreement.

Arrange for the printing and distribution of the new collective agreements.

Provide administrative support to the Labour Relations Officers including scheduling meetings, tracking grievances, researching issues and preparing files for the grievance process.

Utilize competencies to interact and develop working relationships with a variety of stakeholders including union representatives.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Candidates must have recent a post-secondary education in Labour or Industrial Relations and/or equivalent experience in a highly unionized public sector environment.
2. Well developed research, reasoning, mathematical, analytical and problem-solving skills.
3. Strong knowledge of current issues in Labour Relations and Labour/Employment Law as well as knowledge and awareness of other employment related legislation.
4. Ability to search and navigate through collective agreements as well interpret articles.
5. Knowledge of the collective bargaining process is required and previous experience participating in collective bargaining is an asset.
6. Superior and proficient understanding of computer systems (Word, PowerPoint, Excel and PeopleSoft).
7. Strong data entry skills and attention to detail.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
