**The University of Toledo  
Senior Labor Relations Specialist**

**Opportunity**The Senior Labor Relations Specialist contributes to the mission and vision of the University by working with university directors and managers regarding employee and labor relations initiatives, advising regarding the corrective action process, answering questions on policy and procedure interpretation, as well as serving as a hearing officer for suspension and termination level disciplinary hearings and grievance hearings. This position provides guidance and expertise in labor management meetings and contract negotiations. The successful candidate will consult with HR team in relation to contract issues.

This position performs research utilizing employee files, Ohio Revised Code, Ohio Administrative Code, UT Policies, administrative case precedents, and other pertinent sources to supply needed factual information for inclusion in hearing reports, investigation summaries, and response letters. Develops responses for external agency requests for information and participates in administrative hearings. This position conducts investigatory reviews and makes recommendations for further action to the appropriate HR Director. This position performs administrative tasks associated with HR operations (e.g. conducts or implements training initiatives, coordination of employee staff meetings, &/or implementation of contractual provisions).

**Education/experience/licensing:**

* Bachelor’s Degree In Public Administration, Human Resources, or closely related field required; JD preferred;
* PHR and/or SHRM-CP preferred
* Minimum of three years working in Human Resources field; specifically in labor/employee relations field.
* Demonstrated expertise in public sector labor law strongly preferred
* Demonstrated experience in labor relations field, such as contract administration, negotiations, grievance handling, problem resolution and/or counsel and advice to line managers
* Comprehension of general labor agreements, principles of contract construction and relevant legal guidelines.

**For full qualifications and to apply, please visit:  
<https://utoledo.csod.com/ux/ats/careersite/6/home/requisition/2630?c=utoledo>**

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