**The University of Toledo  
Senior Labor and Employee Relations and Compliance Specialist**

**Opportunity**The Sr. Labor and Employee Relations and Compliance Specialist contributes to the mission and the vision of the University by working with university directors and managers regarding employee and labor relations initiatives, ensuring compliance, 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. Consults with HR team in relation to contract issues.

**Education/experience/licensing:**

* Bachelor’s Degree in Public Administration, Human Resources, or closely related field required; JD preferred;
* Minimum of three to five years working in Human Resources field; specifically in labor/employee relations field.
* PHR and/or SHRM-CP preferred.
* Demonstrated experience with compliance.
* 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/2602?c=utoledo**](https://utoledo.csod.com/ux/ats/careersite/6/home/requisition/2602?c=utoledo)

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