



Code: 8765
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: DEPUTY CHIEF OF EMPLOYEE RELATIONS

CHARACTERISTICS OF THE CLASS

Under direction, performs and oversees the conduct of professional labor relations work for the Chicago Fire Department, and performs related duties as required

ESSENTIAL DUTIES

- Assists the Deputy Fire Commissioner in managing the Bureau of Administrative Services
- Coordinates labor relations projects to ensure their completion in a timely and efficient manner
- Advises and assists managers and labor relations liaisons in resolving labor relations concerns and issues
- Advises staff on the interpretation and administration of labor contracts
- Advises labor relations liaisons and department managers on the proper interpretation and intent of collective bargaining agreements
- Serves as the department's discipline officer
- Remains current on labor relations issues in the City of Chicago
- Researches issues as directed
- Surveys operating departments regarding changes to union agreements for contract negotiations
- Works with other divisions of the Department of Human Resources, Budget Office, Law Department and Finance Comptroller's Office to ensure compliance with collective bargaining agreement provisions
- Provides in-service training regarding labor relations for new and current employees
- Assists in the coordination of City-wide reduction-in-force activities to ensure that contract provisions regarding personnel actions are strictly followed
- Maintains files (e.g., awards, arbitrations, grievance outcomes) for future reference
- Prepares reports as required
- Reviews proposed department orders, memos and directives and advises the Deputy Fire Commissioner on related labor issues
- Acts as the department's liaison to Local 2 on grievances and other labor issues as directed by the Deputy Fire Commissioner
- Advises and assists the Medical Division on medical mediations
- Responds to fire and other emergencies as directed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Career Service status as a uniformed member of the Chicago Fire Department
- Graduation from an accredited college or university with a Bachelor's OR 10 years of Career Service work experience as a uniformed member of the Chicago Fire Department
- Experience in employee and/or labor relations is preferred.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- applicable federal (e.g., EEOC, FLSA, ADA, FOIA) and state laws, regulations, and guidelines
- rules, regulations, practices and procedures of the Chicago Fire Department
- collective bargaining principles, practices, and contract administration
- personnel administration principles, policies, practices, and techniques
- applicable employee benefits policies and procedures
- applicable writing techniques
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *INSTRUCTING - Teach others how to do something
- *NEGOTIATION – Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

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- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2018