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THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES

OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: **Labor Relations/Personnel Specialist**
SALARY RANGE: **$43,785.00 to $59,838.00**
DATE POSTED: **February 26, 2014 through March 5, 2014**

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications listed below.

MINIMUM QUALIFICATIONS: Bachelor's degree, from an accredited college or university, in Human Resources, Labor Relations, Public Administration, Business Administration, Management or closely related field; three (3) years of human resources experience with increasing levels of responsibility and authority in any combination of the following components: labor relations, employee relations, classification, compensation, recruitment/staffing, organizational/employee development; familiarity with all Microsoft Office applications; experience in drafting and administering examinations; excellent verbal, written and interpersonal communication skills.

DESCRIPTION OF WORK: Under the general supervision of the Senior Manager-Human Resources, is responsible for performing a variety of labor relations and human resources functions including but not limited to the following:

1. Coordinates the open competitive and promotional programs.
2. Administers and coordinates FMLA, ADA, Leave of Absence, Return-to-Work and other programs.
3. Advises Court management regarding labor relations, contract administration, staff planning, position management and other human resources-related matters.
4. Conducts research for and participates in collective bargaining negotiations and other labor-management proceedings.
5. Represents management in grievance, arbitration and other conflict resolution proceedings.
6. Oversees organizational policy matters such as equal employment opportunity, workplace violence and sexual harassment, and recommends needed changes or actions.
7. Facilitates consistent and appropriate application of policies and procedures to ensure compliance with workplace laws, regulations, guidelines and labor contract provisions.
8. Counsels and informs employees regarding human resources transactions, policies and procedures, and other human resources and labor relations-related workplace issues.
9. Provides functional guidance to administrative support staff.
10. Develops and maintains job descriptions.
11. Performs a variety of other assignments as required.

FOR ADDITIONAL QUALIFICATIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria.

INFORMATION PROVIDED ON APPLICATION FORMS AND SUBSEQUENT VERIFICATION THEREOF WILL BE USED TO DETERMINE APPLICANT'S QUALIFICATIONS FOR THIS POSITION. **INCOMPLETE AND/OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% Maximum – 70% Minimum)

1. Evaluation of Training, Experience & Personal Qualification P/F (Pass/Fail)
2. Interview 100%

APPLICANT MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE: **Applications must be received no later than 4:30 p.m. on the last day of this announcement. APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED THROUGH THE FOLLOWING WEBSITE** www.3rdcc.org**. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION**. **ANY FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED**. An official copy of all transcripts/diplomas must be available at time of interview. **Resumes may be included with the application form, but may not be substituted for it**. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION MAY BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****