



## **Employment Relations Specialist (Confidential)**

**Based in Hartford, Connecticut**

### **About Us:**

Connecticut Education Association (CEA) is a dedicated educators' labor union whose mission is to champion educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since we were formed in 1848.

### **The CEA is seeking applicants for the position of Employment Relations Specialist (Confidential)**

We are looking for a candidate with enthusiasm for public education and expertise to assist the administration side of CEA's mission. The successful candidate will assist the Executive Director with the planning and strategic integration of HR services, interpretation and compliance with collective bargaining agreements, contract negotiations, recruitment for vacant positions, collaborating with management employees in hiring, onboarding new employees, preparing and conducting employee training and wellness programs, providing retirement counseling for employees, and supporting the associations' diversity, equity and inclusion initiatives.

The successful candidate will need to adhere to confidentiality requirements as they pertain to payroll, health insurance, personnel, and internal union contract negotiations and compliance issues.

### **General Duties and Responsibilities**

Conducting recruitment for all vacant positions, including internal postings and online external recruitment.

Assisting management employees in screening job applicants, preparing for, and conducting interviews, and preparing letters of hire, in compliance with the CEA's policies and collective bargaining agreements.

Conducting onboarding and orientation processes for all new employees, in collaboration with the Payroll and Benefits Specialist.

Preparing, conducting and/or arranging training programs for employees, including training on the CEA's employment policies (e.g., anti-discrimination, anti-harassment, whistleblower, conflict-of-interest).

Assisting the Executive Director and management employees with employee communications. Preparing information needed for collective bargaining with the CEA's employee unions and to respond to union grievances and data requests.

Supporting the CEA management team in collective bargaining with the association's employee union, including participating in negotiations.

Collaborating with the Executive Director and other management employees in the CEA's diversity, equity, and inclusion initiatives.

- Maintaining the security of confidential information, including Personally Identifiable Information (PII), and Protected Health Information (PHI) under the Health Insurance Portability and Accountability Act (HIPPA), the Affordable Care Act (ACA), and other applicable laws and regulations.
- Devise HR strategies that support an organizational culture of diversity and inclusion, collaboration, employee engagement, teamwork, high performance, achievement and job satisfaction, and succession planning.
- Serving as a back-up to the Employee Payroll and Benefits Specialist.
- Other duties as assigned.

### **Skills and Qualifications**

- Associate or bachelor's degree in human resource management, labor relations or a related field, or equivalent experience.
- Experience working with online recruitment systems, employee benefits systems, and/or similar portals and databases.
- Familiarity with a unionized private-sector workforce, including an understanding of collective bargaining, contract interpretation, and labor relations – collective bargaining experience preferred.
- Excellent problems solving skills.
- Ability to facilitate change.
- Excellent organizational skills.

### **Person to Whom This Position Reports:**

Manager: Executive Director

### **Pay and Benefits**

The salary range is \$72,703-100,758 annually determined by experience. We also offer medical, dental and vision plans, a retirement plan, and paid holidays, vacation days, personal days, and sick time.

### **Equal Opportunity**

The Connecticut Education Association is an equal opportunity employer, and we are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.

Individuals with disabilities requiring disability relate accommodations in the application and interview process, please call Jennifer Green in Human Resources at 860-725-6303.

### **Applications**

Interested candidates should submit a letter of interest, resumé and complete contact information via email to Jennifer Green at [Jenniferg@cea.org](mailto:Jenniferg@cea.org) no later than May 15, 2024.