

Illinois Department of Human Services

is seeking qualified individuals for
Labor Relations Administrator

AT

*Chester Mental Health
Center in Chester
(Randolph County)*

SALARY - \$2,674/month - \$6,972/month

JOB DESCRIPTION – Under general direction, serves as the Labor Relations Administrator for the Chester Mental Health Facility for all negotiated collective bargaining contracts affecting the Facility. Conducts labor management meetings and serves as a member of the negotiating team. Investigates, discusses, and writes dispositions for formal written grievances filed by employees and employee labor organization. Serves as a consultant and information resource to management and administrative personnel. Conducts formal training sessions for management staff regarding contract administration and facility labor policies.

REQUIREMENTS - Requires knowledge, skill and mental development equivalent to completion of 4 years of college, preferably with courses in business or public administration, **Qualified Applicants will have a minimum of 2 years of Professional Human Resources Experience in a Public Organization. Human Resources experience in a State Agency would be Preferred.**



Excellent Health & Retirement Benefits
Flexible Spending Accounts
Deferred Compensation
12 Paid Sick Days Per Year
10 Paid Vacation Days Per Year
3 Personal Days Per Year



Department of Human Services
Bureau of Recruitment & Selection
401 S. Clinton St.
Chicago, IL 60607

For more information,
contact a recruiter at:
DHS.Recruitment@illinois.gov
Or call:
312-793-2472
312-793-1889