



NOTICE OF VACANCY

M-21-24-25

POSITION:	Labor Relations Manager	LOCATION:	East Lansing, MI
SCHEDULE:	244 Work Days	SALARY RANGE:	\$133, 286-194,744 15 paid holidays and comprehensive benefits package
POSTING DATE:	May 15, 2025	DEADLINE:	May 29, 2025

ABOUT MEA

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA's mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 80,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

JOB DESCRIPTION

The Labor Relations Manager is a management position that reports to the Executive Director of Corporate Services. The primary responsibilities of this position include working directly with the Senior Human Resources Manager and the Executive Director of Corporate Services with regard to staff bargaining and other labor relations activities, such as grievances, arbitrations, and hearings for MEA, MEAFS, and MESSA. The Labor Relations Manager will also conduct internal investigations and make recommendations to the Executive Director of Corporate Services for the resolution of grievances and complaints. The ability to create and maintain strong, effective working relationships is essential for this position.

QUALIFICATIONS

Required Education/Experience

- Bachelor's Degree in Business, Human Resource Management, or a related field.
- Minimum of five years of progressive work experience in Human Resources, Labor Relations, or related field.
- Possess an understanding of the collective bargaining process with a minimum of five (5) years' experience negotiating collective bargaining agreements and/or processing grievances.
- Experience in managing employees or in a leadership position

- Must reside in the State of Michigan.
- Experience building a supportive and inclusive workplace culture.
- Demonstrated experience in exceptional written and verbal communication skills.
- Possess a high degree of honesty, integrity and character.
- Ability to work effectively and cooperatively with various employee groups in a positive and supportive way.
- Demonstrated ability to resolve problems and address complaints.
- Ability to maintain a high level of confidentiality.
- Possess excellent follow-through, organizational skills and is able to multitask.
- Adaptive, flexible and responsive to challenges
- Familiarity with the National Labor Relations Act
- Familiarity with laws and regulations related to discrimination and harassment.
- Understanding and dedication to the principles of diversity, equity, and inclusion

Preferred Education/Experience

- Knowledge and experience in the use of appropriate technology applications.
- Knowledge of the structure of MEA
- Knowledge/experience working in labor relations in the private sector.
- Certification in Workplace Investigations
- Certified labor relations professional or completion of other labor leadership program.

CANDIDATE PROFILE

The Human Resources Manager will possess the following qualities and characteristics:

- | | |
|---|--------------------------------|
| ● Confidential | ● Ethical |
| ● Authentic | ● Approachable |
| ● Honest | ● Knowledgeable |
| ● Great listening skills | ● Great people skills |
| ● Empathetic | ● Relationship-building skills |
| ● Collaborative leadership | ● Strong interpersonal skills |
| ● Leads with integrity | ● Well-spoken |
| ● Respectful and inclusive in a diverse environment | ● Positive demeanor |
| ● Problem solving skills | ● Highly motivated |
| ● Good communicator | ● Reliable |
| | ● Organized |

RESPONSIBILITIES AND DUTIES

Bargains successor contract negotiations at MEA/MESSA/MEAFS often acting as lead negotiator at the direction of the Executive Director of Corporate Services.

Serve as a member of the management team specializing in labor relations.

Work in concert with all departments and divisions at MEA, MESSA, and MEA Financial Services regarding Labor Relations needs.

Establish and maintain a supportive, positive, and business-centered atmosphere in the department with an emphasis on continuous improvement.

Works with ancillary programs and services that directly impact employees in the context of labor relations.

Facilitates labor relations activities, including but not limited to, grievances, arbitrations, hearings, and court appearances with the Senior Human Resources Manager and the Executive Director of Corporate Services.

Assists managers with Level I grievance hearing preparation.

Works closely with the Executive Director of Corporate Services on matters administered by the National Labor Relations Board.

Trains managers on the National Labor Relations Act and in the handling of grievances in conjunction with the Senior Human Resources Manager and the Executive Director of Corporate Services

Conducts Level II grievance hearings.

This position may serve as the point person for arbitrations and hearings.

At the direction of the Executive Director of Corporate Services, attend MEA Board of Directors meetings and/or Executive Committee meetings to represent the employers regarding labor relations, including grievances and bargaining.

Work closely with staff union leadership to create and maintain positive working relationships.

Act as a confidential resource for the Executive Director of Corporate Services.

Prepares any required documentation under the Affirmative Action Policy and Acts as the EEO compliance manager in coordination with the Executive Director of Corporate Services.

Performs workplace investigations in coordination with the Senior Human Resources Manager and the Executive Director of Corporate Services.

Works closely with the Executive Director of Corporate Services to ensure proper investigation of complaints of harassment and discrimination and adherence to internal policies related to the same.

Facilitate meetings to encourage on-going communications regarding joint labor management efforts.

Provide support to the Executive Director of Corporate Services as needed.

Performs other duties as assigned by the Executive Director of Corporate Services.

5/15/25

APPLICATION: Please email a resume or CV that demonstrates your accomplishments and qualifications to jobpostings@mea.org. In addition, please include an employment application, which can be found on the MEA website at www.mea.org.