



JOB INFORMATION

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| Job Code | EB03A |
| Job Description Title | Spec I, Employee Relations |
| Pay Grade | HR07 |
| Range Minimum | \$43,130 |
| 33rd % | \$51,750 |
| Range Midpoint | \$56,070 |
| 67th % | \$60,380 |
| Range Maximum | \$69,000 |
| Exemption Status | Exempt |
| Approved Date: | 11/14/2024 12:24:15 PM |

JOB FAMILY AND FUNCTION

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|---------------|--------------------|
| Job Family: | Human Resources |
| Job Function: | Employee Relations |

JOB SUMMARY

The Employee Relations Specialist supports the Manager of Employee Relations and Investigations in fostering a respectful, inclusive, and legally compliant workplace. The Specialist will play a hands-on role in addressing employee concerns, assisting with investigations, and guiding managers and employees on HR policies and procedures. This position involves handling day-to-day employee relations matters, ensuring that processes are fair, transparent, and aligned with the organization's values and policies. The role requires excellent problem-solving abilities, interpersonal skills, and discretion.

RESPONSIBILITIES

- **Employee Relations Support:** Acts as the first point of contact for employees and managers on a range of employee relations matters, offering guidance on policies, procedures, and workplace best practices. Assists in addressing workplace concerns, performance issues, and grievances, promoting resolution and a positive work environment. Partners with the Manager to ensure consistent application of policies and procedures across departments, helping to resolve issues fairly and equitably.
- **Assisting with Investigations:** Supports the investigation process by gathering and documenting information, conducting preliminary interviews, and assisting with evidence collection in accordance with organizational and legal standards. Maintains thorough and organized records for each case in HR Acurity, Maxient, and EthicsPoint as required, ensuring confidentiality and accuracy. Provides administrative and logistical support to the Manager in complex cases, helping ensure investigations are timely, objective, and impartial.
- **Grievance and Disciplinary Processes:** Assists in the coordination of grievance processes, ensuring timelines, procedures, and legal requirements are met. Prepares and organizes documentation for grievance panels, scheduling hearings, and keeping all parties informed. Ensures that disciplinary actions are documented, accurate, and comply with organizational policies and legal requirements.
- **Policy and Legal Compliance:** Helps ensure that employee relations activities align with local, state, and federal laws and organizational policies, proactively identifying potential issues. Collaborates with the Manager to develop and update HR policies and procedures, providing insights from employee feedback and case trends.
- **Training and Development Support:** Aids in designing and delivering training programs for managers and employees on employee relations topics, such as conflict resolution, policy compliance, and effective communication. Provides one-on-one coaching for managers on handling employee relations issues and best practices in documentation and conflict management.
- **Continuous Improvement:** Contributes to the continuous improvement of employee relations and investigation processes, suggesting new approaches or methods for addressing employee concerns. Stays updated on trends in employee relations and compliance, offering recommendations for improvements in people processes and policy adherence.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|--|--|
| Bachelor's Degree | No specific discipline required. Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field preferred. | and | 0 years of | HR, employee relations, or a related field; experience in a higher education or similar environment preferred. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of HR laws, policies, and best practices, with familiarity in conflict resolution and case documentation.

Strong written and verbal communication skills, with the ability to handle confidential and sensitive matters with professionalism.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with HR Case Management Systems such as Maxient and EthicsPoint preferred.

Strong organizational skills, attention to detail, and the ability to prioritize tasks in a fast-paced environment.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Hearing | | | | | X | |
| Repetitive Motions | | X | | | | |
| Eye/Hand/Foot Coordination | | X | | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.