



**JOB INFORMATION**

Job Code	EB03B
Job Description Title	Spec II, Employee Relations
Pay Grade	HR09
Range Minimum	\$52,560
33rd %	\$64,830
Range Midpoint	\$70,960
67th %	\$77,090
Range Maximum	\$89,350
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/24/2023

**JOB FAMILY AND FUNCTION**

Job Family:	Human Resources
Job Function:	Employee Relations

**JOB SUMMARY**

Administers employee relations programs/projects and resolves related issues.

**RESPONSIBILITIES**

- Processes non-faculty unemployment claims by ensuring forms are completed and submitted to the Alabama Department of Industrial Relations and represents the university at appeal hearings when necessary.
- Assists in coordinating employee recognition programs including organizing logistics and developing agendas.
- Supports the development and implementation of employee relations projects, policies, and programs and assists with the employee grievance procedure process.
- Trains, advises, and informs AU employees on employee relation issues.
- Advises management on personnel and employee relation issues.
- Works independently and utilizes resources to problem solve a variety of complex, highly sensitive people issues.
- Responsible for reviewing complaints, as well as planning, conducting, and communicating results of investigations into alleged misconduct.
- Makes recommendations about corrective action and/or termination when warranted.
- Analyzes allegations of the complaints and researches applicable regulations and policies associated with those complaints to identify the appropriate violations to investigate.
- Develops an investigation plan and researches background information related to the complainant, respondent, witnesses, and other related parties. Provides notifications of the investigations to appropriate parties, including respondent, college and department administrators.
- Reports and documents the findings of the investigation process by preparing an investigation report.

**SUPERVISORY RESPONSIBILITIES**

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

**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	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field	And	2 years of	Experience in human resources with an emphasis in employee relations services	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

## 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	
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.