



JOB INFORMATION

Job Code	EB31
Job Description Title	Coord, Employee Relations
Pay Grade	HR07
Range Minimum	\$40,000
33rd %	\$48,000
Range Midpoint	\$52,000
67th %	\$56,000
Range Maximum	\$64,000
Exemption Status	Non-Exempt
Approved Date:	7/19/2024 3:22:55 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

Coordinates the administrative tasks that support the Employee Relations function of Human Resources and plays a critical role in supporting its goals and overall productivity.

RESPONSIBILITIES

- In collaboration with the Employee Relations Manager, assists in organizing campus-wide employee recognition programs. Assists with the planning and development of employee activities, initiatives, events, and celebrations designed to promote and sustain a positive and enriching work environment. Assists in planning and developing programs such as the Spirit of Excellence and Employee of the Year which help to boost employee morale and commitment.
- Coordinates and processes university-wide unemployment claims by ensuring that forms are completed and submitted to the Alabama Department of Industrial Relations. Represents the university at appeal hearings when necessary. Ensures that letters concerning the unemployment process are sent to all terminated employees.
- Coordinates communications, participates in selection committee meetings, facilitates award delivery, and promotes ongoing improvement through regular evaluation of programs and events by suggesting enhancements and improvements.
- Supports the development and implementation of employee relations projects, policies, and programs and helps coordinate the employee grievance procedure process. Conveys policy information location for routine personnel and employee relations issues. Reviews complaints and refers to appropriate personnel and/or applicable regulations and policies associated with those complaints.
- Coordinates drug testing procedures for various scenarios, including pre-employment, post-accident, random, and reasonable suspicion testing. This also includes managing the testing for Federal Motor Carrier Safety Administration (FMCSA) regulated positions and other federally regulated roles.
- Monitors input in the case management system. Analyzes data and generates reports to track key metrics and ensures compliance with organizational standards and regulatory requirements.
- Performs other related duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.
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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	Human Resources, Management, Business Administration, Industrial/Organizational Psychology, or related field	and	0 years of	Experience in Human Resources. Experience in Employee Relations desired.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Employment and Labor Laws.	
Strong organizational, communication, interpersonal, and problem-solving skills.	
Strong conflict resolution, negotiation, and mediation skills.	
Proficient in all Microsoft applications.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting				X		50 lbs
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.