



Position Title:	Employee Relations Officer		
Reports To:	Associate Vice Provost		
Department:	Human Resources	Job Code:	0180-00E
Prepared By/Date:	Jennifer C. Brito/7-19-2007	Job Group:	PEC
Approved By/Date:	Bettie Thompson/7-19-2007	Salary Grade:	16
Revised:	Jennifer C. Brito/6-05-2009	FLSA Status:	Exempt

Summary:

The Employee Relations Officer is responsible for the overall operation and implementation of the College's employee relations, compliance responsibilities, and activities. This Officer performs specialized work, exercises considerable independent judgment to ensure the fair and equitable application of employment practices for all employees on a College-wide basis.

Essential Duties and Responsibilities:

- Provides advice to College supervisors and employees to resolve specific problems relating to coaching, counseling, progressive discipline with particular attention to grievance case management duties.
- Performs data collection, preparation, and analysis to serve a variety of institutional reporting needs.
- Provides direct assistance for the formulation and implementation of College policies and procedure as they affect the human resources area with a focus on employee relations.
- Conducts appropriate and timely research//analysis related to areas of responsibility.
- Keeps current with State and Federal rules and regulations through official publications and communication with appropriate agencies.
- Prepares articles, presentations, and other publications which provide information concerning College practice and activities related to employee relations and equal access/ equal opportunity.
- Performs related duties as required or deemed appropriate to accomplish the responsibilities and functions of the area.
- Assists in the development, implementation and evaluation of training programs related to employee relations, supervision and employee development.
- Manages unemployment compensation claims programs and other special internal employee relations and advancement activities, in coordination with the Office of Equal Employment Opportunity Programs and other College personnel as appropriate.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of applicable Local, State and Federal laws and regulations, especially related to employment and equal opportunity/affirmative action guidelines.
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility.
- Excellent organizational and communication skills (both verbal and written).
- Ability to effectively present information to groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree with a major in Human Resources related field and seven (7) years of progressively responsible experience in specific Human Resources functional area; three (3) of which should be in a supervisory capacity or Master’s degree in Human Resource or related field and three (3) years of progressively responsible experience in specific Human Resources functional area.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name