



EMPLOYEE RELATIONS SPECIALIST

Reports to: Director or Manager

Dept: Human Resources

Range: 34

FLSA: Exempt

EEO: Professional Nonfaculty

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

The Employee Relations Specialist plays a crucial role in fostering positive relationships between employees and the district. This position is responsible for addressing and resolving workplace issues, promoting a positive work environment, and ensuring compliance with labor laws and regulations. The Employee Relations Specialist will work closely with management and employees to provide guidance on employee-related matters and contribute to the development and maintenance of a healthy organizational culture.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Key Responsibilities:

1. Inclusion, Diversity, Equity, & Accessibility
 - Demonstrate an inclusive approach by recognizing and addressing the diverse backgrounds, identities, and needs of students and employees, fostering an equitable and supportive educational and employment environment.
 - Design, implement, and manage employee relations programs and initiatives to promote an inclusive, diverse, equitable, an accessible organizational culture.
2. Conflict Resolution:
 - Address and resolve workplace conflicts, disputes, and disagreements between employees or between employees and management.
 - Conduct thorough investigations into employee relations issues and recommend appropriate actions.
3. Policy Development and Compliance:
 - Stay informed about employment laws and regulations to ensure organizational compliance.
 - Assist in the development, implementation, and communication of HR policies and procedures.
4. Employee Communication:
 - Serve as a point of contact for employees seeking guidance on workplace matters.
 - Facilitate communication between employees and management.
5. Employee Engagement:
 - Develop and implement programs to enhance employee engagement, satisfaction, and retention.
 - Collaborate with management to conduct employee surveys and gather feedback.

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6. Performance Management:
 - Assist in performance management processes, including counseling, performance improvement plans, and terminations.
 - Guide supervisors and managers on handling performance-related issues.
 7. Training and Development:
 - Develop training materials related to conflict resolution and employee relations.
 - Deliver training sessions on employee relations topics to promote a positive work environment.
 8. Documentation and Reporting:
 - Maintain accurate and confidential records of employee relations cases.
 - Prepare reports on employee relations, metrics, and trends for management review.
 9. Legal Compliance:
 - Collaborate with legal counsel when necessary to ensure compliance with labor laws and regulations.
 - Research and stay current on changes in employment law and update HR policies accordingly.
 10. Other Duties:
 - Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong knowledge of employment laws and regulations.
2. District human resources policies and labor contract provisions
3. Excellent, verbal, and written communication skills.
4. Ability to maintain confidentiality and handle sensitive information with discretion.
5. Strong analytical, problem-solving, and conflict-resolution skills.
6. Detail-oriented with strong organizational and time-management abilities.
7. Excellent interpersonal, counseling, and negotiation skills.
8. Investigative methods and analysis techniques.
9. Employee relations principles and practices.
10. Basic labor relations principles and practices, including negotiation and contract administration.

EDUCATION AND EXPERIENCE:

A bachelor's degree (preferably in human resources, business, public administration or related field) and at least three years of progressively responsible experience in human resources; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

To assigned staff.

CONTACTS:

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors and the general public.

PHYSICAL EFFORT:

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

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours are required on an as-needed basis.