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JOB TITLE

EMPLOYEE RELATIONS
ASSISTANT

DIVISION

OPERATIONS SERVICES

REPORTS TO

DIRECTOR LABOR MANAGEMENT
AND EMPLOYEE RELATIONS

SALARY SCHEDULE & GRADE

II, GRADE 5

LENGTH OF WORK YEAR

260 DAYS

DATE

JULY 1, 2012

SCOPE OF RESPONSIBILITY

Provides technical assistance in the area of Employee Relations including coordination of grievance and arbitration hearings, and interpretation of related District policies and procedures. Processes and disseminates employee relations information for District staff, including directors and principals.

PERFORMANCE RESPONSIBILITIES

1. Reviews performance evaluations and provides direct feedback to supervisors to ensure compliance with laws, regulations, and collective bargaining agreements.
2. Coordinates activities of the department including grievances, arbitrations, and employee relations.
3. Provides technical assistance and resolves issues brought to the department by employees, supervisors, and labor union representatives.
4. Researches past and present practices and prepares reports related to wage surveys, bargaining, and the District's organizational structure.
5. Interprets labor agreements and related district policies and procedures for district staff.
6. Maintains accurate records for the department, both current and historical, including grievances, arbitrations, job descriptions, and organizational charts.
7. Assures compliance with local, state and federal regulations and procedures.
8. Gathers and analyzes research data, such as statutes, grievance resolutions, arbitrations decisions, and compensation documents.
9. Prepares reports, memos, letters, investigative statements and other documents, using word processing, spreadsheet, database, or presentation software.
10. Performs other duties as assigned by the Director Labor Management and Employee Relations.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful employee relations experience or equivalent
3. Working knowledge of laws, statutes, regulations, policies, and procedures related to employee relations

DESIRED QUALIFICATIONS

1. Experience in bargaining with labor unions
2. Experience with software in support of human resources functions

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