



Job Title	Director, Employee Relations and HR Compliance	Job Code	HR0514
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
		Union Code	0
Job Family	Human Resources	Subfamily	Employee/Labor Relations and Compliance

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Employee/Labor Relations and Compliance Professionals perform employee labor activities such as collaborative problem-solving, resolution of disputes, contract negotiation, and participation in dispute hearings. Advise managers on a variety of employment matters, ensuring compliance with federal and state regulations.

Job Summary

Oversees human resource compliance activities, directing and administering Employee and Labor Relations for A&P, USPS, and OPS employees.

Representative Duties

1. Employee Relation

- Assesses, advises, and counsels all university personnel in employee/labor relations issues in accordance with employment and labor laws, applicable collective bargaining agreements, university regulations, and university policies associated with USPS, A&P, and OPS
- Provides oversight and leadership on complex cases mitigating risk. Interfaces with senior level university administration; General Counsel, Equal Employment Opportunity/Affirmative Action, Compliance, Ethics and Risk and University Audit
- Conducts behavioral based investigations associated with integrity line complaints and determining any applicable university violations
- Directs, reviews, disseminates and provides strategic counsel to campus stakeholders while balancing rights of the employee and leadership by upholding university policies and regulations in support of a fair and impartial review of all non-unit faculty grievances

2. Labor Relations

- As part of a team, serves as an advisor regarding AFSCME and PBA collective bargaining by presenting during bargaining, assisting with enhanced language, and historical data. Responsible for ensuring compliance with AFSCME and PBA agreements

3. Compliance

- Directs and oversees the HR compliance function by assisting AVP & HR leadership in the development, refinement, and implementation of other HR related regulations, policies, and internal procedures to enhance compliance and enforcement by holding the role of lead contact
- Exercises signature authority and direct oversight of compliance of the Employment of Relatives policy

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.