



Job Title	Employee Relations Specialist II	Job Code	HR0512, HR0511
Pay Plan	A&P	Pay Grade	17, 18
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

Provides guidance and counsel to university employees and supervisors regarding employee relations and issues in the workplace. Educates those counseled about employment laws, university non-faculty collective bargaining agreements, university regulations, and university policies.

Representative Duties

1. Guidance and Counseling

- Determines complexity of employee and labor relations matters, provides direct assistance, and/or determines appropriate university official to assist
- Provides daily guidance and counsel to the campus community on less complex employee relations cases, ensuring compliance with employment laws, the non-faculty collective bargaining agreements, university personnel regulations, and university policies
- Supports predetermination conferences by scribing the conference and attending as a university representative

2. Communications

- Composes communications, including emails and working notes, and edits predetermination and final notices
- Presents campus wide training on performance appraisals and progressive discipline

3. Policy and Regulation Engagement

- Assists Human Resources leadership in developing, refining, and implementing HR-related regulations, policies, and internal procedures to enhance compliance and enforcement

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
Level I
<ul style="list-style-type: none"> • 0+ years of relevant work experience • Work is closely supervised • Problems faced are not typically difficult or complex • Explains facts, policies and practices related to job area
Level II
<ul style="list-style-type: none"> • 2+ years of relevant work experience • Works independently with general supervision • Problems faced are difficult but typically not complex • May influence others within the job area through explanation of facts, policies and practices

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.