



Office of Human Resources
HR Employee Relations Specialist - CA2990
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General Statement of Duties

Ensures that human resource and employee relations practices are consistent and in compliance with applicable federal, state, and local laws. Conducts investigations, writes and presents reports to appropriate parties. Assists in the development and implementation of policies. Provides training and counsel to human resource employees.

Distinguishing Characteristics

This class performs specialized, professional human resources work. This class is distinguished from a Human Resources Business Partner Senior that functions as a strategic human resources consultant, where an agency human resources team does not exist, acting as a subject matter expert within all functional areas in human resources. Ensures that human resources practices are consistent with legal and regulatory requirements, CSA Rules, human resources best practices, and the city's strategic vision for human resources. Ensures that the human resources strategy is linked to the operational strategy of the agency. Creates and implements integrated human resources solutions to business problems with human resources systems implications.

Essential Duties

Ensures understanding and compliance all federal, state and local laws pertaining to Equal Employment Opportunity, through investigations, recommendations for discipline, mediations, training and action planning.

Investigates, advises and makes recommendations on internal claims of discrimination, harassment/hostile work environment and/or retaliation or conduct in the workplace which violates City policies/procedures, State or Federal laws.

Writes comprehensive, factual reports of findings resulting from assigned investigations for use in decision-making.

Meets with agency Executive Director or senior managers to discuss investigation summary, outcomes and recommended action related to employee complaint.

Assists agency management in resolving or preventing negative workplace conflicts, grievances and disagreements by creating action plans to address problem areas where disparate treatment/impact is identified.

Presents investigation findings to department leaders to assist in identifying acceptable solutions.

Trains multiple groups of employees/supervisors on EEO policy and law, at hire and throughout their career. Provides training, advice and counsel to supervisors, employees and OHR Generalists on employee relations' issues.

Tracks comparative information to identify trends in the workplace.

Conducts investigations and acts as consultant for independent HR Teams across the City and County of Denver.

Assists development and implementation of policies, reporting procedures and administrative guidelines.

Serves as expert on employee relations' matters for the Office of Human Resources.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of laws, rules, regulations, case law, principles, and practices related to employee conduct, performance, and dispute resolution.

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Level of Supervision Exercised

By position, performs lead work and/or supervises human resources staff.

Education Requirement

Bachelor's Degree in Business Administration, Human Resources, or a related field.

Experience Requirement

Six (6) years of experience in an employee relations or workplace investigation environment.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Sitting: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: