



Office of Human Resources  
HR Employee Relations Specialist - LA3062  
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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

By position, may perform Major level duties in the absence of the Major.

### 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 or supervises employees within the functional area.

### 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

For DPL Positions Specifically:

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Handles absentee replacement on short notice.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

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

### Level of Physical Demand

For DPL Positions Specifically:

1-Sedentary (0-10 lbs.) - 2-Light (10-20 lbs.)

### Physical Demands

For DPL Positions Specifically:

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

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

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

Lifting: By Position, may move objects up to 10 pounds, or 10-20 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive Motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

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

### Background Check Requirement

Criminal Check

Education Check

Employment Verification

### Assessment Requirement

None

### Probation Period

None

### Class Detail

**Pay Grade: A-813**

**FLSA Code: Y**

**Established Date: 12/14/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**