



Job Title: Coordinator Employee Relations

Exemption Status/ Exempt

Reports to: Director Employee Relations

Date Revised: February 2022

Dept./School: Human Resources Department

Primary Purpose:

Coordinate and oversee the assigned area and ensure legally sound and effective human resources management programs, policies, and practices.

Education/Certification:

- Bachelor's Degree in Human Resources or related field
- Master's Degree in Human Resources or Educational Administration, preferred
- Human Resources Certification: pHCLE, SPHR, or PHR, preferred

Experience:

- Minimum of three (3) years of progressively responsible experience in human resources management or public school administration

Special Knowledge/Skills/Abilities:

- Knowledge of administration of assigned programs and applicable laws
- Ability to implement policy and procedures
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Strong organizational, communication, and interpersonal skills
- Ability to effectively present information in one-on-one and to small and large groups of employees
- Excellent public relations, organizational, communication, and interpersonal skills
- Demonstrated ability to handle difficult or volatile situations/individuals effectively

Major Responsibilities and Duties:

1. Assist with identifying and responding to employee issues; work in collaboration with district leadership to ensure preemptive and effective employee communications.
2. Assist with the administration of the employee grievance procedure adopted by the board. Assist director of human resources with investigation, analysis, and decision-making process regarding personnel problems and/or other related policy issues.
3. Support directors, officers, employees, and other government agencies on employment, record keeping, retirement, grievance, and other personnel matters and procedures.
4. Assist with annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Coordinate effective districtwide employee recognition programs.
5. Assist with employee handbook and personnel directory updates annually. Inform employees of personnel policies, procedures, and programs that affect them.

Policy, Reports, and Law

6. Ensure district compliance with federal and state laws and regulations.

7. Interpret policies and procedures and ensure support of directors, officers, employees, and other government agencies on employment, record keeping, retirement, grievance, and other personnel matters and procedures.
8. Ensure procedures are followed to inform employees of personnel policies, procedures, and programs that affect them.
9. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies, and procedures accordingly.
10. Partner with district leaders to develop, recommend and/or amend policies, regulations, processes, and tools.

Training and Research

11. Advise supervisors of district policies and procedures to support employee performance management and corrective actions, including discipline and dismissal actions and complaints management.
12. Recognized functional expert who regularly facilitates employee relations processes and projects critical to the organization in support of a high performance workplace, including administrative leaves, grievances, and disciplinary actions.
13. Analyzes diverse and complex employee relations matters to determine the best course of action by district policies and consider organizational impact.
14. Advises employees on the employee grievance process.
15. Interprets, implements, and administers organization-wide human resource policies and processes.
16. Drafts clear and concise written communications to address employee concerns and accurately relay information regarding district policies.
17. Develops internal and external contacts about organization-wide functions.

Other

18. Follow district safety protocols and emergency procedures.
19. Perform all other tasks and duties as assigned.

Supervisory Responsibilities:

Directly supervises assigned staff

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____