

## HUMAN RESOURCES COORDINATOR (EMPLOYEE RELATIONS MANAGER)

### NATURE OF WORK

This is highly responsible administrative and supervisory work coordinating the activities of the Employment and Training Division of the City-County Human Resources Department. Work includes overseeing employee relations, recruitment and selection, and training/development for all City and County departments. Works with the City Council, Mayor, County Board of Commissioners, City and County Department Heads as an Assistant to the Human Resources Director.

Work involves responsibility for developing and administrating the City and County personnel polices and procedures related to employee relations, performance management, employee recruitment, selection and layoff, employee training and development, the maintenance of personnel records, the Employee Assistance Program, the Drug and Alcohol Programs, the Award of Excellence Programs, and the Commercial Driver's License Third Party Examiners Program. An employee in this class also is responsible for recommending new, and interpreting existing, personnel rules and regulations, City Code and labor contracts to subordinates and department heads. Work is performed with considerable independence and is reviewed in terms of results obtained and total effectiveness of programs. Solutions to unusual problems and suggested improvements and modifications of personnel practices are made after conferences with, and upon approval of, the Human Resources Director. Supervision is exercised over subordinate employees.

### EXAMPLES OF WORK PERFORMED

Assists the Human Resources Director in the supervision of personnel programs covering employee recruitment, selection and layoff, employee training and organizational development, personnel records, the Employee Assistance Program, the Drug and Alcohol Programs, the Award of Excellence Programs, and the Commercial Driver's License Third Party Examiners Program; reviews results of work performed by professional, paraprofessional and clerical employees.

Promotes and maintains positive employee relations throughout the city and county; responds to grievances; resolves disputes through mediation; counsels supervisors and employees in areas of discipline and appeal procedure. Assists department directors and managers in disciplinary process and related documentation.

Monitors and analyzes employment practices in accordance with the affirmative action plan objectives and equal employment policies; investigates and researches discrimination charges; disseminates Affirmative Action and Equal Employment Opportunity information; supervises the compilation of the federal EEO-4 report and other documents to appropriate agencies.

Interprets County Rules, City Code, policies, practices and labor contracts to department officials, employees, professional groups, and the public; confers with department officials regarding personnel/employment related needs and problems; evaluates suggested policies offered by departments and employees.

Assists the Human Resources Director in employee and public relations programs and in the establishment of standards, procedures, policies, forms and regulations; develops and recommends new methods and procedures for improving the quality and efficiency of these activities.

Supervises subordinate employees performing hiring, separation review, disciplinary actions, recognition programs and drug testing.

Assists with the preparation of the department expense budget.

Evaluates Human Resources training programs and devises new and improved procedures, techniques and systems to increase the effectiveness and economy of the City and County Human Resources programs.

Attends meetings of the City Council and County Board of Commissioners as assigned; drafts and reviews communications and requests for actions.

Consults with department heads, division supervisors, and employees concerning interpretation of personnel rules and regulations, City Code and labor contracts; consults with supervisors to determine ways of alleviating personnel problems.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of human resource administration including the Uniform Guidelines on Employee Selection Procedures, civil rights legislation, Fair Labor Standards Act, and other appropriate federal, state and local laws and regulations pertaining to human resource administration.

Considerable knowledge of the merit principles and their application to employee selection and promotion procedures.

Considerable knowledge of the organization, structure, functions, and type and content of jobs typically found in local government.

Considerable knowledge of current trends, developments and techniques in the field of employee relations, labor relations, recruitment and selection, talent management and human resource administration.

Knowledge of adult education and training principles and techniques.

Ability to make professional and administrative decisions within the framework of department policy and to present ideas concisely and effectively both orally and in writing.

Ability to plan, assign, and coordinate the work of professional, paraprofessional and clerical employees.

Ability to establish and maintain effective relationships with subordinates, City-County officials, employees, representatives of other agencies and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in human resources, public or business administration, or related field and considerable experience in progressively responsible public human resources administration including supervisory experience. An accredited master's degree in an appropriate field may be substituted for a proportionate amount of experience requirements. PHR, SPHR, SHRM-CP or SHRM-SCP credential desired.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in human resources, public or business administration, or related field and experience involving progressively responsible human resources administration; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

7/15

PS0617