

EMPLOYEE RELATIONS MANAGER

DEFINITION

Under general direction, responsible for managing employee relations programs including: recruitment and selection, classification and compensation, employee development and training, staff support for the negotiation and administration of collective bargaining agreements, civil service ordinance administration, equal employment opportunity/affirmative action, and employee assistance. Performs related duties as required.

EXAMPLES OF DUTIES

Manages employee relations needs of the County, develops policies and procedures to meet program goals and objectives; identifies collective bargaining issues; assists in negotiating union contracts; provides union contract administration services including the investigation of grievances, recommends grievance responses, and assists in representing the County at grievance arbitrations; advises County management and staff on employee relations matters including corrective discipline; prepares and manages division budget; conducts and/or coordinates training and employee development programs. Recommends and administers compensation plans; meets with elected and appointed officials, advising them of employee relations policies and procedures, keeps informed of their employee relations needs; develops and recommends employee relations administration policy and procedures; assists the Equal Opportunities Officer and Affirmative Action Commission in development of plans and ensures Equal Employment Opportunity and Affirmative Action policies related to employee relations are properly administered; manages the administration of written, oral and performance examinations; assists in administration of various county, state and federal employment programs; administers leaves of absence for all employees; participates in management of Human Resource System; provides information to news media and public.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from an accredited college or university with a bachelor's degree in business or personnel administration, or related field, and four years responsible professional full time personnel management experience, including at least two of labor relations experience. Supervisory and Affirmative Action/Equal Employment Opportunity experience is preferred.

Knowledges and Abilities: Knowledge of the principles and practices of merit systems; knowledge of municipal governmental organization and functions; knowledge of the methods, techniques, and procedures utilized in preparing and administering valid selection processes, and classification/compensation plans; knowledge of the principles of collective bargaining and contract administration; ability to plan and conduct employee development programs; knowledge of personnel management practices and principles; knowledge of supervisory practices and principles; ability to investigate grievances and prepare investigative reports; ability to develop strategic employee relations plans; ability to present information clearly and concisely; ability to develop effective working relations with individuals in a large and complex organization; knowledge of automated position control systems; knowledge of laws pertaining to comprehensive labor relations, equal employment opportunity/affirmative action, and employee relations management programs.

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