

Employee Relations Specialist

Job Code 50033889

General Description

Assist employees and management in resolving their employee relations concerns and issues primarily through the mediation, grievance and complaint processes. Also conduct training related to employee relations issues. Prepare reports and track and enter data related to the performance appraisal and other employee relations processes. Provide assistance to the TSUS Office of the Associate General Counsel in preparing meeting materials and providing research services.

Examples of Duties

Assist employees in resolving their employee relations issues through the mediation, grievance and complaint processes. Provide advice to employees as needed. Explain related policies and procedures.

Assist managers in resolving their employee relations issues with their staff. Explain related policies and procedures. Approve disciplinary actions or recommend alternatives. Provide advice to managers as needed.

Prepare and give presentations related to employee relations and other HR functions, policies, procedures, and best practices as may be required.

Assist in entering, reporting and tracking performance appraisal data.

Track and report disciplinary actions and staff employee relations activity/data for annual HR Profile and other employee relations reports as required.

Research policy and legal issues. Prepare special and ad hoc projects and meet deadlines.

Knowledge, Skills, and Abilities

Knowledge of: university policies and procedures; employee/employer laws and statutes.

Skill in: informing, interacting and establishing rapport with University community, outside entities and the public on related HR matters and training; providing customer service; explaining policies and procedures; and discussing difficult personnel issues with tact and skill.

Ability to: prepare reports, memos and updates to University policies and procedures; enter data; perform intermediate math.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements