

## **EMPLOYEE RELATIONS SPECIALIST**

### **Purpose Statement**

The job of Employee Relations Specialist was established for the purpose/s of providing assistance to the Human Resources division in interpreting and applying federal, state, and local policies, procedures, laws and regulations to ensure maximum benefits for employees.

This job reports to Manager - Compensation & Benefits

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### **Essential Functions**

- Attends legal hearings (e.g. Worker's Compensation, unemployment, etc.) for the purpose of providing testimony and monitoring proceedings.
- Collaborates with internal and external stakeholders (e.g. district payroll and human resources departments; insurance providers; physicians; lawyers; and state and federal agencies, etc.) for the purpose of ensuring compliance with district policies and mandated legal requirements.
- Coordinates employee leave benefits (e.g. FMLA, LTD, Sick Bank, and Worker's Compensation programs, unemployment reporting, etc.) for the purpose of providing maximum coverage to employees within contract and legal specifications under district guidelines.
- Delivers trainings to district personnel (e.g. compliance information/instruction materials, procedures, methods, etc.) for the purpose of addressing compliance issues and injury causative activities.
- Develops a wide variety of written materials (e.g. forms, procedures, reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Implements and interprets management policies and operating practices (e.g. including fingerprinting processes, etc.) for the purpose of achieving department objectives and ensuring compliance with administrative requirements.
- Maintains a wide variety of records (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing information and/or documentation.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Performs case management as it pertains to employment issues regarding compliance for the purpose of ensuring maximum benefits for employees in accordance with district objectives and guidelines and in alignment with district financial resources .
- Prepares written materials (e.g. claims, correspondence, required state & federal compliance reports, employment law documents, etc.) for the purpose of providing documentation and/or conveying information.
- Provides consultation and advises management for the purpose of ensuring compliance with legal and administrative requirements.
- Researches discrepancies between employee, payroll, benefit provider(s), and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Responds to inquiries from employees and/or external parties (e.g. status of claims, leave eligibility, etc.) for the purpose of resolving issues, facilitating communication among parties, and/or providing information or direction.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; preparing and maintaining accurate records; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to the job functions; concepts of grammar and punctuation; and medical and legal terminology.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing effective working relationships; meeting deadlines and schedules; maintaining confidentiality; working with constant interruptions; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Community College and/or Vocational School degree with study in job related area.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

Ability to acquire PHR Certificate

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

11/1/2008

**Salary Grade**

Exempt 62X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_