

Job Title: Human Resources Specialist (Employee Relations)

Grade: CS-11

Salary: \$59,727 - \$77,007

Requirements: Possession of bachelor's Degree/ 1 year of specialized experience equivalent to CS-9

Qualifications: Knowledge of Human Resources to include but not limited to employee relations, recruitment, training and development, and compliance.

Job Description:

Collective Bargaining Unit (Non-Union): This position is not in the collective bargaining unit.

This position is located in the Office of Human Resources. The Office of Human Resources provides services that strengthen individual and organizational performance and enables DOES to attract, develop, and retain a well-qualified and diverse workforce.

Progressive Discipline

- Provides guidance to managers on appropriate progressive disciplinary action, information requests, policy and collective bargaining agreement interpretation and application.
- Time management of the progressive discipline processes and ensuring consistency and adherence to district and federal policies.

Onboarding

- Coordinate and plan new employee onboarding process.
- Gathers & analyzes data on new hire onboarding experiences to identify and recommend opportunities for process improvements.

Mediation

- Participates in the conducting of mediations when employee complaints or concerns are brought forth.
- Provides conflict resolution

FMLA/ADA Compliance

- Responsible for administration and support tasks related to FMLA and ADA compliance.