

SENIOR EMPLOYEE RELATIONS SPECIALIST**SUMMARY:**

Under general direction, this is advanced professional and administrative work assisting management in administering policies, procedures and collective bargaining agreements concerning citywide employee/labor relations activities. Work involves responsibility for performing a wide variety of functions regarding all phases of collective bargaining negotiations, contract agreements, impasse proceedings, grievance and related employee relations activities; investigating employee or applicant complaints and grievances; performs related duties as assigned. This position reports to the Assistant Director of Human Resources.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Responsible for preparing correspondence, researching and providing information, filling out surveys and questionnaires and maintaining effective working relationships with other departments, agencies and sources of required information.
2. Performs and assists in performing specialized research of varying complexity and preparing special reports.
3. Conducts and assists in conducting studies of the effects of negotiation proposals and contractual agreements as to their impact on the City.
4. Reviews, analyzes and makes necessary changes to proposed new classifications that fall within bargaining units.
5. Assists the HR/ER Management in preparing material for the training of supervisory personnel in matters pertaining to grievance procedures and labor contract agreements.
6. Functions in a wide variety of situations requiring application of skills in employee counseling and related functions in obtaining information, directing employees and assisting employees with grievances.
7. Represents the organization in legal hearings on labor issues and with labor governing bodies.
8. Makes recommendations for changes to existing policies to ensure compliance with new or proposed regulations.
9. Interprets civil service rules and regulations, union contracts, federal guidelines and regulations, and human resources policies and procedures.
10. Investigates and responds to disciplinary matters, assigned EEOC complaints; investigates internal and external complaints/grievances/inquiries.
11. Conducts pre-disciplinary meetings and monitors disciplinary actions to ensure consistency.
12. Assists management in the collective bargaining process.
13. Implements human resources policies and programs, audits employee requisitions and other human resources forms to ensure compliance with existing human resources policies, procedures and labor agreements.
14. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of labor/employee relations practices and methods.
- Considerable knowledge of personnel management practices.
- Knowledge of governmental organizations, functions and activities of various departments of the City.
- Knowledge of federal and state employment, civil rights and labor laws, rules and regulations.
- Knowledge of City's Human Resource policies, practices and procedures in area of assignment.
- Knowledge of supervisory and training methods, practices and procedures.
- Knowledge of computer hardware, software and peripherals related to area of assignment.
- Knowledge of recordkeeping/file maintenance methods, practices and procedures.
- Knowledge or research and investigative methods and practices.
- Knowledge of mediation, negotiation, and conflict resolution methods and practices.
- Skill in researching and analyzing statistical or informational data.
- Skill in effectively utilizing written communication in the development of investigative reports, management reports, training guidelines, and written descriptions.
- Skill in utilizing verbal communication in presentations and responses to inquiries and complaints.

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- Skill in identifying, diffusing and mediating differences, and developing consensus.
- Ability to exercise good judgment in analyzing facts and arriving at sound conclusions.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light work in a fast paced office setting. There is frequent need to stand, stoop, walk, sit, lift objects (up to 25 pounds), drive to other City departments and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Human Resources, Industrial Relations, Business/Public Administration, or related field and six (6) to eight (8) years of progressively responsible human resources experience, or any equivalent combination of education, training and experience. A valid Florida driver's license is required. Masters Degree, PHR/ SPHR, NPELRA or FPELRA Certifications, highly desirable.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.