

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Employee Relations Specialist	<b>BAND/LEVEL:</b>	PROF II
<b>DEPARTMENT:</b>	Human Resources	<b>JOB NO:</b>	2630
<b>DIVISION:</b>	Employee Relations & Safety	<b>DATE:</b>	11/29/2017
<b>REPORTS TO:</b>	Manager, Human Resources	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	191
<b>REPLACES:</b>	Employee Relations Specialist	<b>LAST REVISED DATE:</b>	02/24/2002

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**JOB SUMMARY STATEMENT:** Conducts internal investigations related to sexual and other harassment, discrimination and other employee relations' policies. Coordinates and implements the recruitment process and assists the Division Manager in overseeing items related to day-to-day activities. Recruits, screens, interviews, and recommends candidates to fill vacant positions. Coordinates pre-employment tests, such as background investigations, criminal records checks, etc. Extends job offers, schedules start date, and may conduct New Hire Orientation. Assists the hiring supervisor with interviewing techniques and clarifies City policy questions. Assists in development of employment policies and procedures and special City recruitment programs.

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**DUTIES AND RESPONSIBILITIES:**

- Conducts thorough, effective, and objective internal investigations related to sexual and other harassment and discrimination. Assists in preparing investigation report of findings for management. Meets with employees and/or supervisors as required ensuring compliance with City policy and federal laws and regulations.
- Responds to inquiries related to the City's Employee Handbook, policies, and procedures.
- Conducts exit interviews, documents findings, and advises Manager accordingly.
- Oversees compliance of Citywide distribution of labor law postings.
- Recruits, screens and interviews candidates for vacant positions and works with hiring managers on hiring recommendations. Prepares advertising copy for hiring supervisor's review. Recommends advertising media and other sources of qualified applicants through appropriate contacts. Extends job offers, schedules start date, and may conduct New Hire Orientation.
- Coordinates pre-employment tests, such as background investigations, criminal records checks, drug screens, physicals, etc.
- Provides training and guidance on interviewing techniques to hiring supervisor and department personnel.
- Assists division manager in researching, preparing, and conducting training sessions on interviewing.

- Assists the division manager in the administration of special recruitment and employee relations programs. (e.g., summer internship program, Youth Career Fairs). Recruits, recommends candidates, researches and recommends educational training events for students. Coordinates and participates in training events. Monitors and supervises students. Provides counseling and guidance to employees regarding job-related problems. Assists with community outreach to hire minority, female, disabled, and veteran candidates.
- May serve as backup to the Police Review Board to recommend police officer candidates.
- Coordinates off-site recruiting (i.e. job and career fairs, schools, professional groups). Works with staff to prepare materials and maintain supplies.
- Keeps current regarding changing practices and laws in employment area by reading and reviewing publications, attending appropriate seminars and participating in professional organizations in the field of employment and employee relations.
- Coordinates the employee recognition programs. Recommends vendors, monitors the selection of awards, and ensures timely distribution of awards. Maintains related records and files. Maintains business relationships and contacts with vendors.
- Oversees staff in the preparation and delivery of employee identification cards.
- Assists the division manager in meeting established goals and objectives. Makes recommendations for improvement in employment processes and personnel matters. May serve as Acting Manager in the absence of the division manager, as needed.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
- The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
- The above duties and responsibilities include those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in the area of Business Administration, Human Resources Management, or with coursework in employment law, or an equivalent combination of education and work experience.
- Certification in Human Resources is preferred.

### EXPERIENCE:

- Three to four years work experience in a Human Resources Department, which includes interviewing and making group presentations, or an equivalent level of experience. Good understanding of employment law.

**SKILLS:**

- Reading.
- Interviewing skills.
- Effective presentation skills.
- Excellent oral and written communication skills.
- Strong PC skills.
- Good memory skills.
- Good listening skills.

**MENTAL REQUIREMENTS:**

- Ability to compose letters, reports, and other documents.
- Ability to read and comprehend state and federal employment laws and regulations.
- Ability to recognize and protect confidential information.
- Ability to analyze problems and recommend solutions.
- Ability to train and guide others.
- Ability to organize and retrieve data effectively.
- Ability to exhibit diplomacy and judgment when dealing with City employees yet complete the job within a reasonable period of time.
- Alpha and numeric recognition.
- Ability to exhibit sound judgment.
- Ability to work proactively and effectively with minimal supervision.
- Ability to prioritize and multi-task in a flexible, fast-paced, and challenging environment.

**PHYSICAL REQUIREMENTS:**

- Ability to make and receive phone calls.
- Ability to hear clearly and distinctly.
- Hand and eye coordination adequate to input computer and operate adding machine, typewriter, and copy machine.
- Ability to meet with applicants and employees.
- Ability to make group presentations.
- Ability to attend/conduct meetings and be attentive for extended periods of time.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.