JOB DESCRIPTION

JOB TITLE: Employee Relations Manager

REPORTS TO: Executive Director of Human Resources

BASIC FUNCTION: To develop and implement an employee relations program to effectively deal with problem resolution and performance issues. All duties must be performed with the highest degree of confidentiality and in compliance with the requirements of Chapter 119, F.S. Public Records Law.

CLASSIFICATION: Managerial and Other Academic Personnel

DUTIES AND RESPONSIBILITIES:

1. Assists the Executive Director of Human Resources in the development of policies and procedures applicable to the human resource needs of the College.

2. In collaboration with College Legal Counsel, interprets Federal and State regulations, and College policies and procedures, in the area of employee relations.

3. Recommends and works, in conjunction with the Continuing Education department, on the development and initiation of training programs on employee relations and other organizational development initiatives.

4. Advises and assists in developing, planning, directing, and implementing procedures to produce effective and efficient management of the employee relations function.

5. Provides guidance to managers, supervisors, and employees regarding laws, regulations, policies, procedures and practices related to employee relations matters.

6. Facilitates communication among employees and management by providing guidance and consultation regarding problem solving, dispute resolution, regulatory compliance, litigation avoidance and strives to resolve internal conflict informally through appropriate conflict management and mediation techniques.

7. Manages and oversees the College’s performance evaluation process (initial probation process and annual evaluations), including recommendations for process improvement as well as implementation.

8. Develops budget recommendations and prepares budget requests with written narrative documenting budgetary needs for the employee relations area.

9. Serves as the College’s liaison with the Employee Assistance Program vendor.

10. Manages the College’s employee longevity and retirement recognition programs.
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11. Serves on various College committees as appointed.

12. Maintain a valid Florida Driver License.

13. Travel between campuses required.

14. Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

Required: Bachelor’s Degree from a regionally accredited institution with a major in Human Resource Management, Business Administration, or Supervisory Management, or related personnel/organizational development fields and six (6) years of experience in a human resources/personnel office with the primary job responsibilities of training, and professional development.

Experience in assessing organizational needs and implementing solutions. Skilled in coaching leaders/managers, designing and facilitating personal and professional development programs, team development, and building relationships. Knowledge of human resources concepts and related regulatory requirements. Strong presentation and facilitation skills. Excellent oral and written communication skills, including strong command of English grammar. Ability to interact professionally with employees at all levels of the organization. Proficient computer skills using MS Office software including Word, Excel, and PowerPoint. Experience with automated human resources information systems; a valid Florida Driver License.

Preferred: Master’s degree from a regionally accredited institution with a major in Human Resource Management, Business Administration, or Supervisory Management, and three (3) years of experience in a human resources/personnel office with the primary job responsibilities of training, and professional development. Professional in Human Resources (PHR) and/or Senior Professional in Human Resources (SPHR) certification.

file: Employee Relations Manager
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