

Job Description

Job Title: Coordinator of Employee Relations
Position Code: 1E15, AE15
Job Classification: Exempt

Supervisor: Supervisor of Employee Relations
Pay Grade: 42
Contract Length: 245 Days

Job Summary

Position is responsible for administering employee relations initiatives, to include district-wide employee retention and recognition programs, and employee incident investigation.

Essential Duties

1. Conducts investigation of all cases of alleged employee misconduct and/or harassment, prepares documentation and recommends appropriate action to Director of Human Resources.
2. Assists employees and administrators in mediating work-related conflicts to appropriate resolution.
3. Compile data and develop responses to employee grievances and EEOC charges.
4. Assists with analyzing employee non-renewal recommendations submitted by administrators and with development of recommendations to Superintendent.
5. Generates and analyzes quarterly employee turnover report.
6. Serves as NNPS point of contact for Employee Assistance Program provider and counsels' administrators and employees on use of program.
7. Serves as NNPS point of contact for Worker's Compensation Program counsels administrators and employees on use of program. Represent NNPS at Worker's Compensation hearings with Asst. City Attorney.
8. Serves as NNPS point of contact for Virginia Unemployment claims.
9. Serves as consultant and trainer to administrators regarding policies, procedures and employee relations.
10. Serves as NNPS coordinator for Employee Communication Forum.
11. Point of contact for Americans with Disability request, processing and approvals.
12. Ensures that activities performed comply with state and federal laws to include EEO, ADA and FLSA regulations.
13. Models non-discriminatory practices in all activities.
14. Partner with Family Medical Leave Technician to answer any FMLA related questions.
15. Serves as member of NNPS Safety Committee and Threat Assessment team.
16. Assist with Teacher and Support Staff evaluation process.
17. Conduct New Employee On-Boarding Training to include facilitating New Employee Orientation.
18. Administers employee recognition programs, service awards, retirement banquet, United Way, and assists with the leadership and coordination of human resources special events.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Keeps abreast of developments and legislation in the field of Human Resources.
2. Performs any other related duties as assigned by the Supervisor of Employee Relations or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess Bachelor's degree from accredited college or university in business, human resources or related field with some experience in related human resources position. Knowledge of human resource management and

related laws and policies required. Demonstrated ability to advise management and employees on resolution of human resources issues, using conflict management, interpersonal and teambuilding skills required. Experience working in an educational setting handling adult disciplinary actions is strongly desired. Must possess a thorough knowledge of state and federal employment laws to include EEO, ADA and FLSA regulations. Must possess excellent interpersonal, communication and organizational skills. Must be proficient in Microsoft Word, Excel and Access. Must possess the ability to establish and maintain effective working relationships with administrators, employees and the public.

Working Conditions & Physical Requirements

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Exhibit manual dexterity to dial a telephone and enter data into a computer; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; to bend, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor of Employee Relations

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Employee Relations will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Employee Relations or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

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