

EMPLOYEE RELATIONS SUPERVISOR

PURPOSE AND NATURE OF WORK

Position supervises and participates in Human Resources services including, conduct of employee orientation, performance evaluation, grievance procedure, investigation and disciplinary procedures, leave policies, substance abuse testing, as well as wage and hour determinations. Incumbent reports to the Human Resources Manager and has supervisory responsibilities for professional and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of the duties.)

Informs managers and supervisors of procedures such as performance evaluations, grievance procedures, leave policies, investigation and disciplinary procedures, drug and alcohol testing; coordinates and instructs in their application. Conducts investigations, reviews employee history, schedules and conducts pre-disciplinary hearings, recommends disciplinary action, gives evidence and testimony at Civil Service appeals. Counsels employees, represents Lafayette City Parish Government in employee relations matters and unemployment claims. Assures leave practices comply with federal and state statutes and local civil service rules. Interprets policies administered by the Human Resources office, communicates interpretations to managers, recommends revisions as necessary. Supervises and participates in HR part of new employee orientation, non-contractual labor relations, employee relations except compensation and benefits.

Performs analyses necessary to determine Fair Labor Standards Act status of positions and employees, to assure Family and Medical Leave Act provisions are properly followed, as well as compliance with other state or federal labor law as applicable. Conducts training for managers, supervisors and employees in HR related matters as required. Monitors employee leaves of absence, identifies compliance problems regarding LCG policies, Civil Service Rules, state and federal law, informs managers and recommends action to Administration. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of modern employment practice and regulatory environment.
Knowledge of local civil service, as well as state and federal laws, rules and regulations.
Knowledge of city / parish organization and staffing.
Knowledge of employee training and development practices and objectives.
Knowledge of computer applications related to area of assignment.
Ability to analyze duties, interpret Fair Labor Standards Act requirements, and identify potential employer liability under this and other State and Federal law.
Ability to analyze complex personnel problems, express solutions quantitatively and graphically.
Ability to communicate clearly, orally and in writing.
Ability to form and maintain productive working relationships with elected officials, unclassified directors, officials, employees and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Completed College in Behavioral Sciences supplemented by professional certifications in human resources and professional experience in Human Resources administration in a utility and / or public employment environment.