

EMPLOYEE RELATIONS ANALYST

PURPOSE AND NATURE OF WORK

Position is responsible for serving as internal consultant to management of a local government and utility on matters of employee relations, Fair Labor Standard Act, grievances & counseling, predisciplinary hearings, compliance with all applicable civil rights laws as well as training & development. Incumbent works under general direction of the Employee Relations Supervisor.

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 these duties.)

Analyzes, investigates and advises management on all matters relating to employee discipline, scheduling, grievances, Americans With Disabilities Act, the Civil Rights Act(s), Family and Medical Leave Act, sexual harassment, Pregnancy Act, training and development as well as union relations.

Stays abreast of changes in employment regulation, reviews existing policies and procedure memoranda for adequacy, prepares revision, advises management and administers compliance programs. Explains rules, regulations, policies and procedures to employees, public, management, elected officials and enforcing agencies.

Evaluates need for disciplinary actions counsels and advises the Appointing Authority, recommends progressive and corrective actions proportionate to precipitating problem.

May represent the City-Parish in unemployment compensation and civil service hearings. Represents the City-Parish in compliance audits, hearings, appeals and investigations.

Analyzes need for training and development activities, their preparation and conduct. Conducts new employee orientation. Administers City-Parish policy and procedures affecting personnel.

Advises management and employees during performance evaluations and monitors any and all cases of unsatisfactory performance.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of federal, state and local regulation applicable to employment, compensation, discipline and employee relations.

Thorough knowledge of methods and requirements of enforcing agencies for FLSA, Civil Rights Act, FMLA, ADA and related laws, as well as any labor contracts affecting the City-Parish.

Thorough knowledge of the City-Parish Government policies and procedures applicable to personnel and employee relations, including the grievance procedure.

Knowledge of the Civil Service Rules, the classification and pay plans as well as the organizational structure of the City-Parish Government.

Ability to objectively analyze personnel problems, identify solutions, clearly communicate them in a timely manner and follow up on progress.

Ability to form and maintain effective working relationships with employees, management, elected officials, enforcing agency personnel and public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in a personnel, applied psychology or labor law related field supplemented by substantial progressively responsible experience in employee relations, human resources regulatory compliance, discipline and grievance procedure.