



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Coordinator Employee Relations
<i>Payroll/Personnel Type:</i>	12 Month Position
<i>Reports to:</i>	Chief of Human Resources

Position Summary:

The job of Employee Relations and Recruitment Coordinator was established for the purpose of assisting Human Resources Administrator(s) in the daily administration of department activities (recruitment and selection, promotions, transfers, legal compliance, performance evaluations, employee relations, misconduct, etc.) as assigned; providing information to candidates and employees regarding policies, regulations and negotiated language; and addressing a variety of issues and/or providing general support.

Essential Functions:

- Assists with new employee orientation processes as needed and/or assigned for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Communicates with employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Documents highly qualified status for all teachers for the purpose of ensuring proper teaching assignments and compliance with all relevant regulations, codes and laws.
- Interprets contract language, education code, leave and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Investigates a variety of Human Resources related issues (e.g. EEOC, Wage and Hour, Harassment, ADA, Discrimination, employee disputes, etc.) for the purpose of ensuring that effective, legally compliant resolutions are arrived at in a timely manner and within District guidelines.
- Maintains manual and electronic documents, files and records (e.g. EEOC, ADA, labor contracts, vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Participates in meetings that involve a range of issues as needed and/or assigned (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, collective bargaining, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Presents information on a variety of topics (e.g. labor relations, affirmative action, employment, hiring, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.



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- Supports the Human Resource Administrator and department staff as needed and/or assigned for the purpose of assisting in the performance of their work activities.

Experience:

- Job related experience within specialized field with increasing levels of responsibility is required

Education:

- Master's degree in job related area

Knowledge, Skills, and Abilities:

- Required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; and utilizing pertinent software applications.
- Required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions.
- Required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment.
- Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods.
- Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment.
- Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Walking, sitting, talking and hearing.
- Clarity of vision at 20 inches or less.



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- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.