



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

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<b>Position Title:</b>	Employee Relations Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Chief Human Resources Officer and Director of Performance Management

**Position Summary:**

Under the general direction of the Chief Human Resource Officer/ Director of Performance Management, this position serves as a key point of contact for leadership and employees regarding human resources and employee relations issues. The Specialist provides guidance and support to employees and supervisors while advancing the labor and employee relations component of the SLPS Human Resources Department.

**Essential Functions:**

- Counsels principals, managers, staff, and union representatives on HR policies, practices, procedures and employee relations issues
- Develops and implements employee relations best practices to establish a positive working relationship and promote a high level of morale
- Investigates alleged violations of board policy
- Recommends corrective/disciplinary action and continuous improvement
- Clarifies internal policies and procedures contributing to the overall morale, safety and job satisfaction of the district's workforce
- Recommends and implements resolutions through the progressive disciplinary process
- Manages to day to day employee relations activities
- Ensures HR practices/policies are in compliance with federal and state statutes
- Investigates, resolves, and responds to grievances as presented
- Maintains a working knowledge of all federal and state statutes regarding public employees and federal employment regulations
- Ensures and promotes fair and consistent application of statutes and district's compliance with applicable provisions
- Seeks legal counsel as appropriate and work collaboratively with legal counsel on complex employee relations cases
- Exercises good judgment and confidentiality
- Performs other duties as assigned by the Chief Human Resource Officer/ Director of Performance Management

**Knowledge, Skills, and Abilities:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and documents pertinent to personnel files
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers, external organizations and/or colleagues
- Ability to perform general office duties such as typing and operating office machines
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common, fractions and decimals



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- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages
- Ability to compound rate, ratio and percent and ability to draw and interpret bar graphs
- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Knowledge of human resources, spreadsheet, contact management and word processing software

**Experience:**

- 10 or more years of professional level Human Resources experience in a corporate or school setting
- Comprehensive working knowledge of board policies/regulations, federal employment regulations, and state statutes regarding public employees

**Education:**

- Master’s Degree in Human Resources Management/Human Resources Development (preferred)
- Professional in Human Resources (PHR) certification (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- 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, including the human body
- Light work usually requires walking or standing to a significant degree

**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



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*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.*