



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

Position Title:	Employee Relations Assistant
Payroll/Personnel Type:	12 Month
Job #:	60
Reports to:	Employee Relations Coordinator
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

This employee will provide complex clerical support to the Employee Relations Team in maintaining an effective Employee/Labor Relations program for the District. This position will provide support to the Employee Relations Team in advancing the Employee and Labor Relations component of the SLPS Human Resource Department. This position will report directly to the Employee Relations Coordinator with a dotted line reporting structure to the Employee Relations Specialist.

Essential Functions:

- Perform a variety of clerical, secretarial and administrative tasks that demand independent action and judgment with limited supervision while maintaining confidentiality
- Receive, prioritize and execute multiple tasks while accounting for the status of each task; this may include logging and status review of tracking documents, to insure task completion in a timely manner
- Read and understand the Board of Education policies and policy statement
- Assist the Employee Relations Team in the preparation of staff hearings
- Draft documents and understand the importance of timelines
- Communicate and interact appropriately with all levels of employees though out the organization as well as the District's Legal Team
- Ability to have challenging conversations in a professional manner
- Maintain the calendar and schedule for the ER Division
- Assist the Employee Relations Team in conducting investigations and the collection of information
- Assist with the development and implementation of employee relations training modules and initiatives
- Ability to analytically resolve problems and assess situations using sound decision making
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Exceptional oral and written communication skills
- Work effectively under pressure with changing work demands
- Ability to demonstrate critical thinking skills while maintaining confidentiality and a positive attitude
- Ability to manage multiple tasks, understand the importance of timelines, and exercise independent judgment with minimal supervision
- Working knowledge of Microsoft Word Office Suite, SAP, KRONOS
- Strong organizational skills with attention to details

Experience:



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

- Minimum of five years’ job-related experience in an office or any combination of training and experience, with advanced clerical responsibilities
- Ability to draft correspondence with accuracy in a timely manner
- Highly organized professional and a positive attitude
- Ability to work collaboratively in an environment with a direct and dotted line reporting structure
- Ability to analytically resolve problems and assess situations
- Ability to maintain tracking documents (i.e. Google Docs, Excel, etc.)

Education:

- 60 College Credit Hours (required)
- Bachelor’s Degree (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.