



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

Position Title:	Employee Relations Paralegal
Payroll/Personnel Type:	12 Month
Job #:	8863
Reports to:	Assistant General Counsel and Director of Employee Relations
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Under the general direction of the Assistant General Counsel/ Coordinator of Employee Relations, this position serves as a point of contact for leadership and employees regarding human resources and employee relations issues. The Paralegal performs complex, sensitive, and high-level paralegal duties related to the functions of the District, and performs high-level legal administrative tasks, paralegal research, and office management duties in the Employee Relations Department of Human Resources.

Essential Functions:

- Provides efficient and concise responses to requests for information, personnel files, employee status, etc., orally and in writing
- Reviews documents to be produced in response to records requests and redacts confidential information
- Researches and develops cases in a variety of areas, including but not limited to sexual harassment, employee discipline, and litigation matters; interviews witnesses and assists with hearing preparation
- Processes all requests for accommodations pursuant to the Americans with Disabilities Act, corresponds directly with employees and supervisors concerning accommodations requests, schedules and conducts interactive process meetings with employees, and maintains database of granted accommodations
- Under the guidance of District legal counsel, maintains database of Workers' Compensation claims and assists legal counsel in monitoring of cases from incident to settlement
- Under the guidance of District legal counsel, maintains database of unemployment claims and, when directed by legal counsel, generates and files protests of claims
- On a weekly basis, checks databases against other employee leave cases to ensure all systems are up to-date and contain accurate information on employee status
- Counsels principals, managers, staff, and union representatives on HR policies, practices, procedures and employee relations issues
- Develops and conducts ongoing training sessions for employees regarding policies and procedures.
- Ensures HR practices/policies are in compliance with federal and state statutes
- 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 works collaboratively with legal counsel on complex employee relations cases
- Exercises good judgment and confidentiality
- Performs other duties as assigned by the Assistant General Counsel/ Coordinator of Employee Relations



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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
- 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:

- Bachelor's Degree in related field or 5 years in Human Resources (required)
- Master's Degree in related field (preferred)
- Professional in Human Resources (PHR or SHRM) certification (preferred)
- Paralegal 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.

