

CLASS TITLE: EMPLOYEE RELATIONS OFFICER

Class Code: 02737200

Pay Grade: 22A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the management of a personnel program for a state institution or agency; to supervise the program in accordance with established laws, rules, regulations, and policies; and to do related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of a superior with some latitude for the exercise of independent judgement; work is reviewed for results obtained and for conformance to established rules, regulations and policies.

SUPERVISION EXERCISED: Plans, supervises, and reviews the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and participate in carrying out a personnel program for a state institution or agency including: interviewing job applicants and persons certified from employment and/or promotional eligibility lists; making selections for clerical positions and screening out less desirable candidates for higher level positions; conducting orientation sessions for new employees; conducting exit interviews with employees leaving the agency or institution; and maintaining personnel records and files.

To investigate and report to a superior on employee grievance problems.

To consult with and advise institutional or division heads and supervisors on matters pertaining to employee morale, transfers, State Merit System rules and regulations, and agency personnel policies, personnel needs, and related matters.

As assigned, to supervise the equal employment opportunity program of the department, to coordinate an affirmative action program and to work with other groups and associations to assist in placing minority group members in the employment of the department and with private contractors servicing the department; and to investigate complaints involving discrimination in such employment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of modern personnel administration; the ability to plan and supervise the work of a small group of technical and clerical assistants; the ability to interview persons and evaluate their qualifications and personal attributes; the ability to analyze personnel problems and needs and make effective recommendations; the ability to establish and maintain effective working relationships with departmental officials, other employees, and the public; the ability to express ideas effectively, orally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a technical position involving the application of modern personnel methods, policies and practices in such fields as public or private personnel administration, vocational guidance or related fields.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 27, 1971

Editorial Review: March 15, 2003