



Employee Relations Coordinator

Purpose Statement

The job of Employee Relations Coordinator was established for the purpose of assisting the Assistant Superintendent of Human Resources in the daily administration of employee relations as assigned; providing information to employees regarding policies, regulations and negotiated language; and addressing a variety of issues and/or providing general support.

This job reports to the Assistant Superintendent of Human Resources.

Essential Functions

- 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.
- Communicates with employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, personnel records and/or labor relations and related legal requirements.
- 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.
- Develops a wide variety of written materials in both manual and electronic formats (e.g. compliance reports, forms, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Informs employees of a variety of procedures and program requirements (e.g. NCLB, District policy, legal compliance guidelines, sick leave, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Interprets contract language, education code, leave and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- 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.
- Oversees the management of the bullying tip line.
- Reviews and processes unemployment claims.
- 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.
- Supports the Assistant Superintendent of Human Resources and department staff as needed and/or assigned for the purpose of assisting in the performance of their work activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job



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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.

KNOWLEDGE is required to perform algebra and/or geometry; 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.

ABILITY is 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.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally, hazard free environment.

EXPERIENCE: Job related experience within specialized field with increasing levels of responsibility is required.

EDUCATION: Bachelor's degree.

EQUIVALENCY: None specified.

REQUIRED TESTING:

None Specified

CERTIFICATES & LICENSES:

None Specified

FLSA STATUS:

Exempt

CONTINUING EDUCATION/TRAINING:

None Specified

CLERANCES:

Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:

Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.