



Job Description

Position Title:	Employee Relations Officer	Date:	
Division:	Human Resources	Area:	
Reports Directly To:	Director of HR	Classification Level:	

BASIC PURPOSE:

This position provides employee relations support employees/managers. Responsibilities include the intake and resolution of employee concerns and inquires as well as providing professional Human Resources guidance to ensure legal compliance and to eliminate impact to the organization along with supporting all levels of management.

PRINCIPAL ACCOUNTABILITIES

- Experience working with off-site employees and multiple work locations preferred
- Proven communication and interpersonal skills; ability to work with all levels of employees and management in a confidential and discreet manner.
- Substantial knowledge of human resources policies/procedures and knowledge of federal employment/labor laws (i.e.; ADA, FMLA, FLSA, etc.)
- Ability to understand and apply federal, state and local changes to and/or new regulations/laws pertaining to human resources
- Must possess the ability to observe, evaluate, summarize, and apply policies and procedures in the problem solving process
- Capable of providing viable business solutions regarding diverse human resources issues, employee concerns, etc.
- Ability to manage a high volume of employee relations cases while maintaining the utmost confidentiality.
- Professional level business writing skills necessary
- Detail oriented with excellent organizational skills
- Ability to work in a fast passed challenging environment
- Proficient in Microsoft Office Suite including Work, Excel, PowerPoint and Access

OTHER SKILLS/QUALIFICATIONS

- Requires strong knowledge of personal computer, Microsoft Office and other software used in department.
- Must be able to prepare documents and compose business letters and memorandums.
- Must have good knowledge of business English, spelling and punctuation.
- Requires knowledge of office practices, procedures and general office machines.
- Responsible for reviewing and providing solutions to issues and inquiries from employees and management regarding policies, procedures and varied human resource issues
- Develop and/or compile employment-related information for use by Company personnel
- Facilitate drug screen and background check procedures
- Conduct employment reviews for employment change requests
- Provide guidance to management regarding unemployment claim procedures, etc.
- Travel as needed, with possible overnight stays

PHYSICAL DEMANDS

No unusual physical demands required for this job. Must be able to do sedentary work. May occasionally lift up to 25 pounds to perform job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position may require the ability to work before or after normal business hours to attend various employee meetings, training sessions, and community events supported by the Bank, to include evenings and weekends.

WORK ENVIRONMENT

Must be accustomed to professional, business office environment in manner and dress. Must demonstrate excellent human relation skills with customers and bank associates. Must be willing to participate as a team member

OTHER DUTIES AS ASSIGNED**DIMENSIONS REQUIRED:**

- Bachelor's degree in Human Resources or a related field or an equivalent combination of experience and education
- A minimum of two years or more of corporate level human resource related experience with an emphasis in working directly with employees and management to provide guidance regarding employment related topics (i.e; employment law, payroll, benefits)
- Excellent verbal and written communication skills
- Computer Literate

Print Name: _____ Date: _____

Signature: _____