



POSITION DESCRIPTION

TITLE:	Associate Director, Employee Relations	CATEGORY:	Professional
FLSA STATUS:	Exempt	GRADE:	F

JOB SUMMARY: Under the direction of the Executive Director of Employee Relations and Compliance, this position supports all employee relations activities, employees' resolution of complaints and grievances, policy and procedure inquiries, and training on related matters. Perform complex and confidential responsibilities relating to the research, preparation, and responses to Title IX issues, Texas Public Information Act requests, litigation, and employee relations issues.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Maintain the grievance and mediation process. Assist in facilitating and resolving complaints and grievances and handling the grievance appeal process. Respond to policy and procedure questions relating to human resources/employee relations conduct and discipline.	20%
2. Assist in the oversight of Title IX duties and responsibilities to include, but not limited to, training, investigations, reporting, and other required duties under the District's Title IX responsibilities.	20%
3. Assist in overseeing the Americans with Disabilities Act (ADA) regulations regarding requests for accommodations. Ensure the interactive process is adhered to. Work directly with the College's legal counsel in making determinations.	10%
4. Assist in addressing complaints and reports regarding sexual harassment, sexual assault, and other related compliance issues. Commence investigations with relevant District officials in an attempt to resolve complaints. Report to Sr. management and the reporter of the complaint, the status of investigations.	10%
5. Work closely with the records department. Provide guidance and oversee, review, and approve documents pertaining to the different areas, but not limited to employment verifications and other personnel records. Participate in and provide procedural information during unemployment claims and workers' compensation hearings.	10%
6. Oversee the Open Records process to include researching and responding to inquiries for information under the Texas Public Information Act. Assist in the review, research, and response to external charges of discrimination and assist in preparing responses to litigation matters against the District related to employment and student issues.	5%
7. Plan and conduct specialized training and workshops on Title IX, Equal Employment Opportunity/Equal Educational Opportunity (EEO/EEO) and the Effective Management Series.	5%

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| 8. Maintain statistical data and respond to reports and surveys. Provide complex and confidential support in researching and preparing reports. Research issues related to policy development and recommend new or revised departmental policies and procedures. Participate in setting short and long-term departmental goals and objectives and compile statistical data. | 5% |
| 9. Manage employee relations web page including Title IX. Review and revise policies and procedures based on current legislation and recent court decisions relating to employee relations matters. | 5% |
| 10. Provide direction and guidance to assigned staff, including orientation, performance evaluations, professional development, coaching, and counseling. Participate in setting performance goals and priorities that contribute to the departmental mission. | 5% |
| 11. Perform other duties as assigned, including acting on behalf of the Executive Director during the Executive Director's absence. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned staff.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree

EXPERIENCE: Six (6) years of related experience.

CERTIFICATIONS/LICENSURES: SHRM-CP/SCP, HRCI-PHR/or other relevant certifications are preferred. Must have a valid driver's license.

SPECIAL CONDITIONS:

This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of federal and state-required Human Resources/employment laws and regulations;
- Ability to interpret and apply regulatory guidelines to current departmental operations;
- Working knowledge of Family Medical Leave Act (FMLA) and American Disability (ADA) administration and compliance;
- Experience in issue resolutions, employee relations matters, and the Texas Public Information Act;
- Experience with Title IX, including investigations, reporting, and analysis of Employee Relations issues;
- Experience with grievance and medication procedures;
- Must have strong verbal and written communication and budget management skills;
- Proficient computer skills;
- Presentation competency - Strong ability to deliver public presentations and effectively present training and instruction;
- Experience supervising and managing personnel;
- Ability to handle and manage confidential information with the highest level of professionalism and integrity.

2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, phone, fax, etc.)
3. **Software Used:** Microsoft Office 365; HRIS, and integrated administrative information system.

PHYSICAL REQUIREMENTS:

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to stand, talk or hear and use hands to handle or feel. The employee is occasionally required to walk, reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Associate Director, Employee Relations
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	x			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*