

# **HUMAN RESOURCES REPRESENTATIVE, SENIOR**

## **JOB PURPOSE AND SUMMARY**

Provides professional-level human resources (HR) assistance in an independent manner. Such services include but are not limited to: labor relations, including grievance handling, negotiations, labor /management meetings, as well as recruitment and selection, succession planning, employee engagement, classification, and training.

## **CLASSIFICATION DISTINCTIONS**

Employees in these classifications are full, working professionals within the assigned HR discipline(s). The Senior level denotes employees who are highly experienced and able to routinely provide expert services on the most complex and sensitive assignments and issues with independent judgement. Employees function with a high level of autonomy and responsibility. Senior HR Representatives report to the HR Manager with a strong dotted line responsibility to the “client” departments. Senior HR Representatives may be assigned supervisory responsibility over HR Representatives, support and technical staff on a continuing or project basis. Senior HR Representatives may act as leads within a specific HR discipline.

The next lower level of HR Representative has less autonomy and independent judgement. While HR Representatives may be used in negotiations, they are not leading negotiations.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

**Recruitment and Selection:** Assists and advises departments in recruitment and selection of employees. Develops or assists in the development of recruitment strategies and materials, selection instruments and techniques, qualifications sought, selection criteria, scoring techniques, participants in the process and frequently serves as a rating participant in some or all elements of the process.

**Job Classification:** Conducts classification studies in response to department or union requests or indications of need for review and revision. Interviews or observes incumbents and/or reviews written material relevant to the study including position questionnaires. Determines proper allocation of positions to existing classifications or identifies the need for new classifications or revisions. Prepares classification reports and assists departments in drafting staff reports which document and justify the recommendations for approval by the appropriate authorities.

**Compensation:** Assisting in ensuring that the County's compensation program is competitive, cost-effective and equitable in relation to internal comparisons, external comparisons and contemporary compensation practices and techniques. Develops and conducts salary surveys to determine appropriate market-based compensation. Conducts job evaluations and analysis to resolve internal equity issues and assists in the development and administration of a wide variety of internal pay practices.

**Labor Relations:** Participates in and/ or leads labor contract negotiations. Responsible for labor relations with assigned departments and applicable labor groups. Interprets and administers labor contracts, represents and/or supports the department in grievance handling, matters before the Public Employment Relations Commission and other employment claims, generally at the pre-litigation stage. Secondary to counsel, serves as the key staff person in arbitration proceedings involving contract interpretation and disciplinary matters.

**Performance Management:** Advises department managers in a variety of sensitive and legally complex employee relations and discipline issues. Areas of involvement include, but not limited to, employee performance, discrimination and EEO issues, sexual harassment, wage and hour violations, wrongful termination claims and other areas requiring both knowledge of employment law and expertise in organizational behavior. Represents County in unemployment insurance hearings.

**Training:** Develops and presents a variety of training programs to management and employees in a range of human resource areas, including, but not limited to, performance management, equal opportunity, diversity, sexual harassment and others.

**Policies and Practices:**

Provides interpretation and guidance to managers and employees on legal and policy matters. Processes and approves a variety of personnel actions, forms and reports. Analyzes legislation and regulations to determine effect on personnel programs and services; completes various government reports.

Performs related duties as assigned.

**QUALIFICATIONS**

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, organizational behavior, psychology, public administration, or a similarly related field. Additional graduate-level coursework or a degree is desirable.

**Experience:** Four (4) to six (6) years of professional-level human resources experience as well as two (2) year labor relations experience. Experience spanning multiple HR disciplines and in a unionized and/or public sector environment is desirable.

Any combination of experience and training that would likely provide the required knowledge will be considered.

**Knowledge of:** contemporary principles and practices of human resource management including recruitment and selection, job classification, compensation, employee benefits and training. Federal and state employment, labor and wage and hour laws; principles and techniques of labor relations including contract negotiation, interpretation and administration and grievance handling. Laws and techniques governing EEO and affirmative action programs.

**Ability to:** understand and effectively apply the laws, theories principles and techniques of human resource management to organizational needs and situations guide and assist managers in preventing and resolving HR issues and concerns; develop and maintain successful working relationships with colleagues, management, labor representatives and employees. Prepare effective reports, correspondence and other written materials; utilize a range of personal computer resources and applications; verbally communicate effectively in a variety of settings, including sensitive 1:1 situations and formal classroom training.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

Incumbents typically work in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include use of the telephone and personal computer, writing, driving a personal vehicle, and traveling to conferences, meetings, and seminars.

