

## Employee Relations Investigator Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=119306>

Downloaded On: Jun. 19, 2019 5:21am

Posted Feb. 5, 2019, expired Jun. 7, 2019

<b>Job Title</b>	Employee Relations Investigator
<b>Department</b>	
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Feb. 5, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Human Resources
<b>Apply Online Here</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Employee-Relations-Investigator_J0000037">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Employee-Relations-Investigator_J0000037</a>

### Apply By Email

### Job Description

\*Department:\*

Human Resources

\*Salary/Hourly\*

\$39,241.00 Annual

\*Union/Position Status:\*

CSEA FT

\*Posting Closing Date:\*

February 23, 2019

\*JOB DESCRIPTION\*

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### \*DISTINGUISHING FEATURES OF THE CLASS:\*

The work involves investigating employee relations and discrimination complaints filed with the College's Human Resources Office. Work is performed under the direct supervision of the VP of Human Resources, Equity and Inclusion. The Investigator leverages subject matter expertise understanding of applicable laws, regulations, concepts, and practices. The incumbent performs investigations by gathering facts and documents, conducting interviews as required for any applicable statutes and regulations, and documenting the investigation appropriately. This position will partner closely with internal stakeholders/clients, including HR, Chief Diversity Officer, Employee Assistance Program, Employment Attorneys and/or the Erie County Legal and Labor Relations Departments, and other relevant departments to ensure the prompt and thorough investigation of Employee Relations complaints. Provides guidance and may design and offer related training. The incumbent also performs other duties in support of the development and implementation of EEO, Title IX, and Americans with Disabilities programs and services, including assisting the Chief Diversity Officer (Title IX Coordinator) with reporting and compliance requirements. Does related work as required.

### \*TYPICAL WORK ACTIVITIES:\*

- \* Conducts and oversees internal investigations into alleged violations of law, regulation, Handbook/policies, and other misconduct, including allegations of discrimination and harassment, following requisite legal requirements and guidelines for same;
- \* Works independently or with cross-functional team to prioritize and investigate allegations in a fair, thorough and timely manner, and provides guidance to colleagues on the handling of investigations;
- \* Develops and executes investigative plans to gather information (e.g., witnesses, electronic data, physical evidence) to assess the validity of allegations reported by students, employees and third parties;
- \* Prepares written reports and summaries of findings detailing the factual outcome of the investigation utilizing approved standard work, and makes recommendations of determination, as well as on countermeasures, operational improvements and risk mitigation;
- \* Advises concerned parties of report findings, and tracks completion of agreed upon actions;
- \* Ensures consistent interpretation and application of policies, concepts, and practices, in all aspects of the employment relationship and related to employee relations investigations and related matters;
- \* May design or conduct training in support of compliance initiatives;
- \* Assists in the development and implementation of SUNY Erie's Antidiscrimination/Harassment Investigation/Review process by recommending priorities, program needs, goals and objectives;
- \* Establishes and maintains hard copy and electronic files, including complainant files, logs, summaries, investigative notes, and correspondence;
- \* Participates in the preparation of statistical analyses, summary reports, annual State and Federal

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reports, and other reports as assigned, including, but not limited to the collection and verification of data;

\* May assist in reviewing legal documents responsive to complaints and legal filings and act as witness in legal matters as required;

\* May attend meetings and perform outreach activities, as directed by supervisor.

### \*KNOWLEDGE, SKILLS, ABILITIES\*

\* Thorough knowledge of employment law and regulations including but not limited to NYS Civil Service Law, Title VII, ADA, FLSA, and labor relations and other relevant employment laws;

\* Thorough knowledge of pertinent legislation related to equal opportunity, affirmative action and human rights, including, but not limited to, Title VII of the Civil Rights Act of 1964, Title IX, Americans with Disabilities Act, New York Executive Law and various amendments;

\* Thorough knowledge of the principles, practices, procedures and techniques used in conducting confidential investigations;

\* Ability to interact professionally and respectfully with employees and managers at all levels of the organization, including members of senior management, and operate with autonomy and limited supervision;

\* Ability to communicate effectively, both orally and in writing;

\* Ability to maintain a strict code of confidentiality;

\* Sound judgment in evaluating information and evidence;

\* A high degree of initiative and resourcefulness;

\* A high degree of tact; dependability; excellent computer skills;

\* Physically capable of performing the essential functions of the position with or without reasonable accommodation.

### \*MINIMUM QUALIFICATIONS:\*

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of experience in conducting investigations or in a position which demonstrates specialized experience in prevailing practices and concepts in employment law, employee relations, Title IX or equal employment opportunity and affirmative action; or:

Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university and four (4) years of experience in conducting investigations or in a position which demonstrates specialized experience in prevailing practices and concepts in employment law, employee relations, Title IX or equal employment opportunity and affirmative action.

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### \*SPECIAL REQUIREMENTS:\*

\*This is a provisional civil service appointment, which means the successful candidate will be required to take the next available civil service exam for this job title and achieve a "reachable" exam score\*  
Travel between three campus locations may be required.

\*\_Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.\_\*

Contact Human Resources at (716) 270-1840 with any questions.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**