

Coordinator, Employee Relations
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=248741>

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Posted Nov. 13, 2024, set to expire Nov. 25, 2024

Job Title	Coordinator, Employee Relations
Department	
Institution	Lee College Baytown, Texas
Date Posted	Nov. 13, 2024
Application Deadline	11/25/2024
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Human Resources
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Coordinator, Employee Relations

Salary:

Job Type: Full-Time

Job Number: FY2300516

Location: Main Campus - Baytown, TX

Division: Strategic Initiatives

Position Overview

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Starting Salary Range is \$56,827 - \$65,353. The initial salary offer is commensurate with education and related work experience.

The Coordinator of Employee Relations reports directly to the Executive Director of Human Resources and provides a range of duties to promote a positive work environment including, but not limited to: addressing and resolving employee relations issues; investigating complaints; guiding disciplinary actions and employee grievances; overseeing annual performance evaluations; advising and training employees and management; preparing and delivering related summary reports and recommendations; and ensuring compliance with College policies and procedures and state and federal laws.

The Coordinator interacts with all levels of leadership regarding legal compliance, discipline, employee grievances and performance management, and works with a great deal of independent discretion in decision making and execution of responsibilities.

Essential Duties & Responsibilities

Complaint Resolution

- Address and resolve employee complaints promptly, providing guidance and support to employees and supervisors for handling performance-related issues and conflict resolution.
- Make recommendations for successful resolution of personnel and performance issues, in accordance with College policy and applicable laws.
- Provide guidance to supervisors regarding corrective actions, ensuring timely, consistent and appropriate intervention.
- Facilitate communication and mediate, when necessary, to resolve disputes and foster a cooperative workplace.
- Serve as a resource for employees and managers, addressing employee relations questions and concerns.

Employee Grievance Process

- Provide guidance and support during the employee grievance process, ensuring all steps are followed in compliance with college policy and employment law.

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Investigations

- Investigate employee allegations of discrimination, harassment, retaliation and sexual misconduct in alignment with college policies and relevant laws.
- Document investigations thoroughly, prepare reports and make recommendations for action based on findings.
- Assist the Title IX Coordinator with investigations, as needed.

Performance Management

- Coordinate the annual employee performance evaluation program, ensuring timelines are met and evaluations are completed.
- Advise supervisors on effective performance management practices, setting performance standards and providing constructive feedback.

Policy & Procedure Support

- Interpret and clarify college policies and procedures for employees and supervisors, promoting understanding and compliance.
- Work with HR leadership to develop, update and communicate relevant procedures and policies and ensure alignment with legal standards and college values.

Training and Development

- Develop and deliver employee relations training and presentations for employees and managers on topics such as conflict resolution, performance evaluation, policy updates and employee rights.

Data Analysis & Reporting

- Track and analyze employee relations metrics to identify trends, report findings and recommend improvements.
- Maintain detailed and accurate records and documentation related to investigations, grievances and other employee relations matters.

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Additional Duties & Responsibilities

- Collaborate with legal counsel when necessary to ensure compliance with employment laws and regulations.
- Participate in professional development opportunities to stay informed of best practices in employee relations.
- Serve on college committees as directed.
- Assist HR Team with employee engagement and HR-related activities and tasks.
- Help to ensure the overall success of the HR Office and the College by performing all other duties as assigned.
- Perform special projects as assigned.
- Scan and archive documents.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's degree in a related field
- Two years of related work experience
- Strong understanding of employment laws and regulations (e.g., EEO, ADA, FMLA, Title VII, Title IX, etc.)
- Requires a high level of judgment due to the significant scope and impact of decisions and recommendations made
- Excellent verbal and written communication skills; Ability to present information clearly and effectively to a variety of people
- Excellent interpersonal, mediation and conflict resolution skills
- Strong analytical and problem-solving skills; Ability to analyze complex situations and develop fair, practical solutions
- Ability to pay attention to details, prioritize and handle multiple tasks efficiently in a fast-paced environment
- Experience dealing with sensitive and confidential situations/information
- Ability to act with integrity, professionalism and confidentiality
- Proficiency with Microsoft Office Suite
- Ability to use software to develop spreadsheets and perform data analysis and word processing
- Proficiency with or the ability to quickly learn the college's HRIS and talent management systems
- Must be able to travel within the College's service area

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Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4725285/coordinator-employee-relations>

Contact Information

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

Contact

N/A

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