



Job Specification

Job Title: Coordinator, Employee Relations
BCAT Code: 422X AP
Pay Grade: G18

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides consultative services as lead staff on employment and workplace concerns for GSU. It is also responsible for the administration of the grievance and appeals process for staff and faculty.

Examples of Duties

- Administers the grievance and appeals process.
- Coordinates the unemployment compensation program.
- Develops and communicates GSU employment and workplace policies.
- Serves as GSU resource for laws, regulations, and policies.
- Implements and tracks exit interviews and its associated analysis.
- Provides training and developmental support to staff.
- Develops and implements positive employee relations programs for staff.
- Serves as impartial third party for all reported employment related concerns.
- Perform other employee relations duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of employment practices and regulations (federal and state), grievance procedures, and appeals processes.
- Knowledge of basic computer operation and software (spreadsheets, word processors, databases).
- Knowledge of counseling, organizational behavior, labor relations, and organizational development practices and processes.
- Ability to multi-task, pay attention to detail, supervise, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and five years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.