

Employee Relations Manager

Application Deadline

December 5, 2018

Pay Plan

A.18 (\$78,395.20 - \$120,369.60)

Duties

The Employee and Labor Relations Manager will champion and support the employee experience by proactively ensuring equitable resolutions to employee issues, including unusual situations where precedents for resolution are unavailable and will leverage HR metrics and data analysis to identify emerging internal and external trends regarding employee issues. Critical to the success of the individual in this role will be advancing the City of Virginia Beach's commitment to maintaining a fair and inclusive work environment built on mutual respect and integrity. This role must also provide leadership to the Employee and Labor Relations unit by assigning, directing and evaluating the work of subordinate staff.

Key responsibilities include the following:

- Continually assessing employee relations programs to ensure that the organization is current with industry and internal best practices and identifying opportunities to instill sound employee relations practices that are in alignment with City and departmental goals;
- Strategically plan, organize, design, implement and monitor a comprehensive employee relations program including data gathering and reporting procedures;
- Forge partnerships and communicate with all levels of employees, management, and business partners to provide advice and training;
- Manage, support, investigate and respond to employee complaints regarding allegations of discrimination, harassment, retaliation, unfair practices, equal employment opportunity (EEO), including complaints filed with external agencies & employment litigation and claims, ensuring proactive and effective management of cases;
- Provide oversight, advice, guidance, direction and counsel to managers on employment issues and related laws including, but not limited to: performance management, corrective actions, EEO and non-EEO/conduct investigations, and corrective actions;
- Provide labor relations advice, compile, prepare and analyze data for use in labor settings, such as joint labor management committee meetings, and contract administration to management on discipline, grievances, arbitrations, and resolution of confidential and sensitive human resource matters;
- Work in close consultation with the HR Director regarding employee and labor relations programming and strategies; and
- Manage special projects or other duties as assigned.

Minimum Qualifications

MINIMUMS: Requires any combination of education (above the high school level) and/or experience equivalent to twelve (12) years in fields utilizing the required knowledge, skills, and

abilities, in such positions as Labor/Employee Relations Specialist, Benefits Administrator, Personnel Specialist, or Assistant Labor Relations/Employee Relations Coordinator. SPECIAL REQUIREMENTS: All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Link to Official Job Description: https://www.vbgov.com/government/departments/human-resources/employment-vbgov/job%20descriptions/employee_relations_manager_02665.pdf

Link to Full-Time Employee Benefits Overview:

<https://www.vbgov.com/government/departments/human-resources/employment-vbgov/documents/ft%20employee%20benefits.pdf>

For more information and to apply on-line by 12/5/18 go to www.vbgovcareers.com EOE