

HUMAN RESOURCES EMPLOYEE RELATIONS MANAGER

DEFINITION: Under general direction, performs work of unusual difficulty in planning, developing, organizing, supervising and/or assisting in directing a comprehensive human resource management program, and managing the employee relations program through the effective resolution of employee grievances and management concerns; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists Human Resources Director in the day to day operations of the department; oversees and supervises team leaders; provides technical assistance, guidance and advice to Analysts and other staff members; supervises and/or coordinates with teams on assignments and special projects; reviews and evaluates work of Analysts; provides policy guidance on all major facets of human resource management, which encompasses recruitment, classification, compensation, employee relations, personnel records, employee training and development activities; conducts human resources orientations; prepares various management reports; assists in the development and presentation of annual budget; represents department before the Human Services Committee, other standing committees and the Navajo Nation Council, as required.

Designs and develops training materials for presentation; conducts training and orientation regarding disciplinary actions, the grievance process, the Personnel Policies Manual, and other areas as requested; drafts, finalizes and implements procedures to support and define the Personnel Policies Manual i.e., procedures on family and medical leave, sexual harassment, drugs and alcohol in the workplace, employee conduct, etc.; schedules, conducts and/or attends meetings with division, departments/programs and employees regarding human resource management and human resources issues; provides management with alternatives, recommendations and advice on addressing individual and precedent situations not covered by the Personnel Policies Manual.

Administers, monitors and coordinates the employee relations program of the Nation; provides technical assistance to staff, management and employees on human resources and grievance issues; maintains constant contact and communications with the Department of Justice, attorneys, aggrieved parties, initiating parties, and other organizations regarding human resources and grievance issues, disciplinary actions and related situations; monitors and coordinates the activities of the grievance process from the initial request for grievance through the formal hearing; schedules and conducts administrative meetings with employee and supervisor to attempt resolution of grievances; drafts and finalizes administrative agreements; ensures that both parties sign agreement; monitors and enforces compliance of both parties with the terms of the agreement.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the techniques and procedures of public human resource management programs.

Knowledge of the Navajo Nation Personnel Policies Manual.

Knowledge of the principles and practices of position classification, salary administration, recruitment, selection, employee development and employee relations.

Knowledge of theories, principle and practices of guidance and counseling.

Skill in establishing and maintaining effective working relationships with supervisors and employees.

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Ability to understand, interpret, apply and explain personnel laws, rules, regulations, standards and procedures.

Ability to analyze and make improvements in human resources policies and procedures, activities and transactions.

Ability to plan, organize and direct the work of staff engaged in processing personnel transactions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Master's degree in Human Resource Management, Behavioral Science or related field; and five (5) years of specialized experience in human resource/personnel management, two (2) years of which must have been in a supervisory capacity.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.