

### **HUMAN RESOURCES EMPLOYEE RELATIONS SPECIALIST**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in planning, developing, organizing and supervising the employee relations component within the Department of Personnel Management through the effective resolution of employee grievances; 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:**

Administers, monitors and coordinates the employee relations component; provides technical assistance to staff, management and employees on human resources and grievance issues; maintains constant contact and communications with the Office of Hearings and Appeals, 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.

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; participates in the development of 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 and conducting investigations; schedules, conducts and/or attends meetings with divisions, departments/programs and employees regarding human resource management and human resources issues; assists with the development of and/or amendments to the Personnel Policies Manual; provides policy guidance on all facets of human resources management issues.

#### **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 employee relations.  
Knowledge of theories, principle and practices of mediation and conflict resolution.  
Skill in establishing and maintaining effective working relationships with supervisors and employees.  
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 operate in a highly confidential environment and deal with employees and the public in a tactful and professional manner.  
Ability to plan, organize and direct the work of staff engaged in employee relations/grievance activities.

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

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Human Resource Management, Business Administration, Organizational Psychology, Behavioral Science or related field; and five (5) years of

THE NAVAJO NATION

Class Code: 1410  
Human Resources Series  
Human Resource Management Group  
Overtime Code: Exempt  
Pay Grade: 65

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specialized experience in employee relations or human resource/personnel management, one (1) year 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.