



# Staff Vacancy

EEO# BO 12-14

**Department:** Human Resources

**Reports to:** Chief Human Resources Officer

**Position:** Senior Human Resources Specialist-Employee Relations

Under general supervision, is responsible for providing day to day guidance and support around employee relations issues and concerns to management and employees to ensure consistency and mitigate risk. The primary responsibilities are to investigate issues and advise management on issues related to employment, job performance, human resources regulations and compliance, unemployment, and labor practices. Conducts investigations into complaints and makes recommendations on appropriate resolutions, ensuring that University policy, programs and federal and state law are consistently applied across all client groups. Monitors, reviews and evaluates all personnel policies and practices of the University to ensure compliance with federal and state laws and administrative regulations; advise management and employees of their rights and obligations in personnel matters and employee evaluations; conduct investigations related to disciplinary matters involving employees; respond to EEOC complaints; provide advice and guidance regarding discipline, grievances, leave, FMLA, and ADA; coordinate and facilitate the grievance procedure.

## **Essential Duties and Responsibilities:**

- Interprets and communicates human resources policies and procedures for managers, supervisors and employees. Provides advice and counsel to managers and supervisors regarding personnel practices, performance management, policy, and employment laws.
- Facilitates and coordinates grievance procedures, disciplinary actions, and performance improvement plans.
- Investigates employee relations issues, i.e. formal employee complaints, alleged misbehavior and/or violation of work rules, policies and/or regulatory requirements and makes recommendations to resolve issues in accordance with university policies, practices, and procedures.
- Documents investigations with comprehensive fact finding results.
- Assists management with planning and coordinating separation process.
- Responds to federal/state/local government offices e.g., EEOC, DOL, Unemployment, Civil Service, regarding charges/claims and may attend hearings as needed. Partners in providing necessary supporting documentation and feedback for applicable EEOC complaints, unemployment claims, FMLA, and complex leave of absence cases.
- Administers the FMLA policy and procedures.
- Oversees pre-employment background investigations, drug-testing policy and procedures, employment verifications, and international visa requirements.
- Collaborates with Training and Development to initiate or conduct HR training and/or assists in the implementation of human resources initiatives or projects, i.e. civil treatment, supervisor training modules on employee management, etc.

- Assists in policy/practice development, interpretation and application.
- Consults with key stakeholders as needed, i.e. HR Director, Vice President, Compliance, etc.
- Assists with other HR special projects or assignments as needed.

**Minimum Qualification Requirements:**

- Bachelor's degree in Human Resources, Business Administration, or related field, and 3-5 years of professional level experience in Employee Relations and Human Resources, or related field. An equivalent combination of education and experience may be substituted.
- Knowledge of all functional areas of Human Resources
- In-depth experience and knowledge of employment law, HR administration, HR policies and procedures
- Problem solving and organizational skills
- Strong interpersonal/human relations skills
- Verbal and written communication skills
- Computer skills, including MS Office Suite and Outlook. HRIS experience preferred.
- Must have strong sense of confidentiality, diplomacy, and discretion.
- Ability to thrive in a team environment
- Ability to prioritize and organize to meet deadlines

**This job description is not all inclusive of all duties and responsibilities performed by this position. The University of Louisiana at Lafayette administration reserves the right to amend and change responsibilities to meet departmental and organizational needs.**

**Applications:** For consideration, please forward a resume, letter of intent, and (3) references to [ullinquiry@yahoo.com](mailto:ullinquiry@yahoo.com) or mail to

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