

Napa Valley Unified School District Position Description

Position: Employee Relations Specialist	Position Number:
Department/Site: Human Resources	FLSA:
Reports to/Evaluated by: Assistant Superintendent or designee	Salary Grade: 39

Summary

Performs specialized secretarial and administrative support duties, including (but not limited to) support to district-wide administrative projects, programs, and employee relations services such as and not limited to workers compensation, employee engagement, contract administration, and employee clearance compliance monitoring.

Distinguishing Career Features

The Employee Relations Specialist represents a senior level in a multi-tiered career path encompassing administrative and secretarial support. This position usually reports to a Director or higher whose position involves substantial programs and projects including clearance monitoring and workers compensation. The Employee Relations Specialist requires competencies such as the ability to independently carry out projects that involve other departments and sites, coordinate information gathering for reports and special studies, conduct research, and disseminate and maintain information designated for wide distribution.

Essential Duties and Responsibilities

- Performs technical and administrative support involving in-depth knowledge of the technical functions, processes, and procedures of the Human Resources department, with a working knowledge of functions and procedures of other units.
- Coordinates and monitors administrative aspects of the District's program encompassing worker's compensation. Receives and conducts preliminary interview and investigations of claims and monitors third party claims administration progress.
- Works with claims administrators, physicians, and rehabilitation specialists to locate light duty assignments and expedite return to work.
- Participates in and may facilitate periodic safety meetings. Prepares, arranges for, and may deliver in-service type presentation on safety subjects.
- Tracks and ensures completion of background clearances and mandated compliance training of employees, volunteers and interns.
- Ensuring proper compliance with regulatory requirements, keeping staff and volunteers informed through regular updates, and reinforcing District policies, safety protocols and core values.
- Supports with the employee onboarding processes and personnel requirements, providing necessary forms and tracks clearance status

- Prepares technical documents such as agreements and contracts for services used by and/or provided by the department.
- Provides administrative support to inter-departmental committees and other special processes. Prepares forms, revisions, and final documents to support proceedings.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times. .May assist in notetaking for Interactive Process Meetings.
- Prepares and stores routine documents such as and not limited to records, requisitions and purchase orders. Orders merchandise and services from pre-approved purchase orders and within authorized spending limits.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires working knowledge of modern office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires working knowledge of District and department operations, policies, procedures, and calendars. Requires working knowledge of Education Codes applicable to human resources. Requires a working knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires well-developed human relation skills to work productively and cooperatively with diverse teams, initiate and advance employee relations and engagement strategies, exercise patience when dealing with internal and external customers, and convey technical concepts.

- **Abilities**

Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections from private meetings. Must be able to learn, interpret, explain and apply knowledge of District and organization unit services, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve others of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with administrators, students, staff, and the community using patience and courtesy, and in a manner that reflects positively on the organization unit.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various District locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an acceptable rate that meets District deadline and accuracy standards, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position requires a high school diploma or equivalent, and five years of clerical experience in a human resources, risk management or similar office.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.