

As the Employee Relations Specialist, you will assist with the daily aspects of several important employee relations programs.

### **JOB DESCRIPTION**

- Employee Relations Specialist I
- This is a developmental job at the “first rung of a career ladder”. After twelve months of successful performance, a one-grade increase is awarded non-competitively and the incumbent remains on this job description (SEMPREL1). After a total of 24 months of successful performance, the full performance level of work (SEMPREL2) is intended.
- Works in conjunction with the full performance Labor Relations Specialists and under the direct supervision of the Labor and Employee Relations Manager.
- Serves in the Labor and Employee Relations Department of the Office of Human Resources and Administrative Services in the Headquarters Office.

Provides guidance, recommendations and assistance to Airports Authority management on employee issues, conduct and discipline issues, adverse actions, and performance actions concerning non-union employees. Counsels employees on their rights. Administers day-to-day aspects of the Airports Authority employee relations programs including the trades apprentice program, the experiential learning project, employee exit interview program, INOVA fitness for duty exams, and family medical leave. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Represents the Airports Authority in day-to-day contacts with employees (non-union, management) concerning issues of conduct, performance, discipline, grievances and appeals, apprising management accordingly.
- Coordinates the Trades Apprentice program. Makes community and school visits to promote the program. Works with the Employment Specialist to coordinate recruitment efforts. Tracks employees once they are in the program, ensuring that all school records and certifications are properly maintained and in compliance with the Commonwealth of Virginia’s curriculum requirements. Audits program and revises as appropriate.
- Assists with the Experiential Learning Project program. Researches experiential learning and partnership opportunities with area colleges, adult learning centers, and trades schools. Matches Airports Authority experiential learning projects with schools; coordinates projects and tracks progress.
- Supports the INOVA fitness-for-duty (FFD) exams program. Schedules exams for employees with INOVA; tracks exams and receives results from INOVA. Notifies manager/employee of results.
- Administers the Exit Interview program. Mails a Pre-Departure Exit Questionnaire to voluntarily separating employees. Schedules and conducts follow-up exit interviews with employees. Tracks information provided in all exit interview questionnaires and issues reports to vice presidents or their designees and senior management on a periodic basis.
- Assists in administering the FMLA program; reviews requests and determines FMLA eligibility of employees who need leave due to FMLA-qualifying absences; tracks FMLA

leave balances.

- Prepares and produces a variety of program reports. May brief managers or make presentations.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Three years of progressively responsible experience in human resources administration, with emphasis on employee relations program administration.
- Ability to coordinate and administer human resources programs.
- Skill in developing and implementing project tracking mechanisms and creating reports and metrics.
- Basic knowledge of Federal laws and regulations pertaining to HR and benefits in particular (such as FMLA).
- Ability to perform general analyses of data and information and make recommendations.
- Ability to speak and write effectively, with emphasis on making presentations and conducting training.
- Ability to use computer hardware and software, with an emphasis on spreadsheet software.

### **PREFERRED QUALIFICATIONS**

- Experience conducting employee training programs.
- Experience with Apprentice programs.

### **EDUCATION**

- A Bachelor's Degree in Human Resources, Public Administration or related field, or an equivalent combination of education, experience, and training that totals four years.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the three years of experience. For example, a Master's degree may substitute for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

### **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.