

VALLEY ELECTRIC ASSOCIATION, INC.

JOB DESCRIPTION

I. IDENTIFICATION

A. Title: Employee Relations Specialist (**Human Resources Generalist**)

B. Department: Human Resources

C. Reports to: Executive Vice President of Human Resources

II. OBJECTIVES

The Employee Relations Specialist (Human Resources Generalist) is responsible for the coordination and administration of human resources functions, including employee relations, labor relations, recruitment, retention, training and development, worker's compensation, affirmative action and regulatory compliance. Under the direction of the EVP of Human Resources, the Employee Relations Specialist (Human Resources Generalist) provides specialized support and management and utilizes judgment and initiative to make decisions on employee relations concerns, staffing, recruitment, policy and procedure development and talent management initiatives related to the Cooperative's human resources functions, in order to ensure the Cooperative's workforce is operating at a high level of productivity and efficiency.

III. KEY RESPONSIBILITIES

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

- a. Under the direction of the EVP of Human Resources, the Employee Relations Specialist is responsible for development and execution of employee relations policies, processes and practices, working to conduct thorough and fair workplace investigations that mitigate business risk and balance employee advocacy with business needs, and proactively support and maintain a positive employment climate, while also participating in, advising, and coaching supervisors and management regarding employee relations issues. This position will have specific responsibilities including (but not limited to):
 - i. Effectively and efficiently conducting workplace investigations necessary to resolve employee relations issues or misconduct and if required, working with counsel to resolve issues.
 - ii. Counseling, advising and guiding supervisory staff in performance management and in resolving employee concerns regarding documentation, disciplinary action, policy administration and improving employee morale.
 - iii. Counseling employees and participating in the resolution of their concerns regarding employment-related issues, reviewing and providing options, as needed, to find resolution to the concerns, so as to foster a positive and respectful work environment.

- iv. Monitoring employee counseling and disciplinary procedures; monitoring and reviewing all involuntary termination activity.
 - v. Representing the organization at personnel-related hearings.
 - vi. Supporting the development and execution of employee related policies and practices and ensuring they are administered fairly and consistently.
- b. Managing the hiring and recruitment activities of the Cooperative, including, but not limited to:
- i. posting all internal and external job openings according to established outreach and AAP procedures for inclusion of EEO and Affirmative Action goals
 - ii. ensuring adherence to Union specification of in-house and external posting
 - iii. developing and using interview guides that have questions that are appropriate and relate to the ability to perform essential job functions, ensuring that hiring decision are not discriminate based on any protected status
 - iv. identifying new or additional outreach sources
 - v. assisting and consulting with supervisors and manager in updating job descriptions, ensuring they reflect current duties and requirements
 - vi. scheduling interviews with identified candidates
 - vii. consulting with supervisors and manager in making job offers and ensuring salary is aligned to pay administration policies and practices
- c. Managing all aspects of the new employee onboarding process according to established policies and guidelines, through scheduling sessions and ensuring adherence to Union specifications. This includes but is not limited to:
- i. Preparing and distributing pre-employment communications and documents for applicants.
 - ii. Assisting in the request for background checks and security clearances.
 - iii. Assisting in scheduling and following-up on drug and alcohol testing.
 - iv. Scheduling and assisting with the completion of new employee orientation and onboarding.
 - v. Completing, distributing, and forwarding to the Human Resources Administrator the new hire documentation and forms, e.g., I-9, emergency contact information, Union notices, W-4, acknowledgements, benefit enrollment forms, etc. to be processed.
 - vi. Assisting in the ordering and issuing of all company materials and equipment.
 - vii. Assisting in creating and distributing notifications to proper departments and Management.

- d. Process terminations according to internal policies and procedures, including, creating and delivering internal notifications, scheduling and conducting exit interviews with employees.
- e. Assisting management in bargaining relations between union employees and management; gaining and maintaining knowledge regarding all aspects of the union contract to ensure proper implementation of the conditions within the contract. Assisting management with grievances and arbitration, as directed.
- f. Developing training and counseling manager and supervisors on the annual performance evaluation process; preparing and distributing communications to supervisors and managers, tracking progress and providing follow-up with supervisors and managers; reviewing evaluations for correctness, counseling and assisting supervisors and managers in the completion of this process.
- g. Assisting supervisors with training budgets and counseling supervisors with the development of individualized employee training programs. At the direction of the EVP of Human Resources develop, organize and facilitate training and development programs, including but not limited to the development of career paths and apprenticeship programs.
- h. Responsible for recommending, developing, updating and implementing employment policies and procedures, ensuring they comply with state and federal laws related to equal employment opportunity, sexual harassment, employee leave and other requirements.
- i. Educate and assist employees and supervisors with benefit programs, including health, life, pension and disability programs.
- j. Staying abreast of current laws, policies, regulations, and procedures pertaining to employment related matters. Must be willing to attend schools/seminars/meetings, participate in programs for improvement of job knowledge and skills. Attending staff meetings, as well as regular management meetings.
- k. Enhancing knowledge of all applicable federal and state laws and regulations, including Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Sexual Harassment, ADA, HIPAA, FMLA, FLSA, and all other applicable federal and state employment requirements/laws.
- l. Participating in general staff meetings, other internal meetings, and serving on committees as may be applicable to department functions.
- m. Supporting the Affirmative Action Plan by developing relationships with outreach partners, educating employees and management on AAP and EEO requirements and programs, monitoring the effectiveness of the Cooperative's outreach program and modifying accordingly, to assist in the achievement of the company's affirmative action goals.
- n. In the absence of the EVP of Human Resources, coordinating with executive management and internal counsel to address and/or resolve time sensitive matters.
- o. Providing assistance and coverage to other human resources positions, as required.

- p. Assisting with special projects and complete other duties as assigned.

This job description in no way implies that the duties and responsibilities listed herein are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as instructed by the manager.

IV. AUTHORITIES AND ACCOUNTABILITY

- a. The Employee Relations Specialist (Human Resources Generalist) shall have full authority to carry out the responsibilities and duties of this position in conformity with established policies and procedures.
- b. The Employee Relations Specialist (Human Resources Generalist) should remember that she/he is accountable to the EVP of Human Resources of the Cooperative for the efficient performance of these responsibilities and that, although some of these responsibilities may be assigned to another person, the accountability for the successful completion of these responsibilities cannot be.
- c. The Employee Relations Specialist (Human Resources Generalist) is encouraged to use initiative and judgment in making decisions, remembering that the Cooperative's best interest can be affected by her/his actions.
- d. The Employee Relations Specialist (Human Resources Generalist) is encouraged to make suggestions for the improvement of operations and efficiency.
- e. The Employee Relations Specialist (Human Resources Generalist) shall secure the approval of the EVP of Human Resources in making decisions when policies are not clear or require interpretation or when a matter may involve legal implications or interpretation.

V. RELATIONSHIPS

Employee will communicate, collaborate, and cooperate with colleagues, customers, and vendors.

Inside the organization:

- a. Reports directly to the EVP of Human Resources.
- b. Works directly with the Human Resources Administrator.
- c. Fellow employees.
- d. Coordinate/Cooperates with other department personnel in coordination of activities and preparation of reports.

Outside the organization:

- a. Members/Consumers – Provide prompt, courteous service and information, and develop pride and a sense of ownership and responsibility in the Cooperative.

- b. Vendors and solicitors contacting a Cooperative representative.
- c. Consultants - Develop relationships with consultants to recognize the need for information on a two-way supportive basis to achieve the Cooperative's objectives.
- d. Intra Cooperative – Maintain relationships necessary to assist with and maintain operations of the Cooperative with two-way communication to assure that information and direction will achieve the objectives of the Cooperative.
- e. Federal and State Government Agencies.
- f. Community – Maintain cordial working relationships.

VI. SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: College degree in human resources or business administration and 10 years of human resources experience, with a minimum of 7 of those years in a progressive HR generalist capacity with a strong Employee Relations focus, or a combination of education and experience that would provide equivalent knowledge and ability to perform the functions of this position. Society of Human Resources Management (SHRM) certification or equivalent, highly preferred. Previous Union experience highly preferred.

Job Knowledge: Considerable knowledge of human resources administrative, organizational design and development principles and practices are necessary. Must have the technical knowledge to understand and relate state and federal regulations and laws, such as EEO, AAP, FLSA, ADA, COBRA, FMLA, OSHA, VEVRAA, etc. Must have efficient working knowledge of MS Office programs.

Abilities and Skills: Must be able to maintain the highest level of confidentiality. Must have ability to read, analyze, and interpret general business and professional journals, government regulations, financial reports, and legal documents; and ability to timely respond to regulatory agencies, employees and management. Must have the ability to influence and adapt style to consult with all levels of employee and management. Must have demonstrated abilities that reflect advising and assisting the EVP of Human Resources and the Human Resources Administrator to define problems and draw valid conclusions in directing the HR operations of a utility. Must have demonstrated skills in dealing with difficult situations, either internally concerning personnel matters, or externally in regulatory and legal matters. Must be highly organized with strong project management skills. Demonstrated skill in community involvement will be favorably considered. Good oral and written communication skills required. Must possess and continue to possess a valid drivers' license.

Working Conditions: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will encounter normal office conditions, and appropriate computer and typing skills is required. Must be available for after-hours conferences, meetings, seminars, and assisting in emergency situations. Travel in the service area is required.

Physical and Mental Requirements: The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required and must have the ability to sit, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must have the ability to remain stationary and also physically move throughout the campus. Specific vision abilities required by this job include the ability to view items close and in the distance, peripheral vision, depth perception, and the ability to adjust focus. The employee must have the ability to exercise good judgment in tense situations, exercise flexibility to decision making, obey instructions promptly, maintain attention and concentration, interact effectively and appropriately with the member, employees and management.

Accepted
by Date:

Employee

Date:

Manager