Position Profile

Family: Organizational Development
Level: PR2
Position Profile Title: Officer-Employee Relations 2

Salary Grade	Minimum	Midpoint	Maximum
6	$60,288	$82,860	$105,420

PROFILE SUMMARY:
Positions in this job profile develop, manage and administer employee and labor relations university wide. They apply contract guidelines, laws and OSU policies and procedures, research, analyze and make recommendations regarding employee relations. Positions stand in for the Employee/Labor Relations Manager in their absence.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristic of the Officer-Employee Relations 2 profile is the responsibility to develop, manage and administer employee relations for the university. Positions provide expertise and consultation while ensuring compliance with human resource policies, procedures, laws, regulations and collective bargaining agreements across the university. The Officer-Employee Relations 2 profile is distinguished from the Officer-Employee Relations 1 profile by a larger scope of responsibilities. The Officer-Employee Relations 2 profile develops and implements policies for classified and unclassified employees and stands in the Employee/Labor Relations Manager in their absence.

PRIMARY POSITION RESPONSIBILITIES:
1. Investigates, advises, consults and problem-solves with managers and employees on topics related to employee and labor relations, including interviewing witnesses, developing reports of finding and recommending appropriate action.
2. Provides leadership to the Employee and Labor Relations Team, in the absence of the Employee and Labor Relations Manager.
3. Coordinates performance management, discipline and grievance administration programs.
4. Provides resources, consultation, subject matter expertise and training to executive leadership, business center HR staff, management, and employees on employment laws, policies, regulations, and labor agreements.
5. Administers, interprets and ensures compliance with University policy, state and federation laws and regulations and collective bargaining agreements.
6. Manages grievance responses, including conferring with legal counsel, executive leadership, and/or union representatives to negotiate resolution of complaints and grievances and coordination of resolutions with departments across the university.
7. Assists in the development of bargaining proposals, preparation for mediation/arbitration/fact finding and represents the University at administrative hearings.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:
- Entire University
- Functions across the University

Oregon State University

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- Department
- Direct team
- Students/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:
Results are defined by manager, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Exchange routine, factual information and/or answer routine questions.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Handle sensitive issues and facilitate collaboration at the highest level.

TYPICAL REQUIREMENTS:
Bachelor's degree in Human Resources Management, Industrial Relations, Business Administration, or related field and 4 years of professional level Human Resources administrative experience; OR 8 years Human Resources generalist experience.

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.