



JOB DESCRIPTION
Employee Relations Consultant

Employee Name:	Employee ID:	Supervisor:
Class Code: AG10	Class Title: Human Resource Manager I	Advertised Rate: A
Position Number/Slot:	Campus: Columbia	Work County: Richland
FLSA/Base Hours: Non-Exempt/2080	Full Time/Part Time: Full Time	SOC Code:
State Funding %: 100.00	Federal Funding %: 0.00	Other Funding %: 0.00
Pay Band: 5 - \$33,494 \$47,734 \$61,975	Basis/Hours per week: 12 months/37.5	Type of Staff Position: Full-time Equivalent (FTE)

Job Purpose:
Under general supervision of the Employee Relations Manager, performs a variety of professional level duties to enhance the employee relations function to include advising employees and supervisors; developing, researching and interpreting HR policies; managing drug and alcohol testing services and coordinating EAP services, developing RIF plans, managing exit interview process, conflicts of interest, and researching a variety of HR topics, and writing disciplinary and performance notices.

Essential/Non-Essential Functions:

Job Duty	Coordinates all grievances/appeals with the various parties to include communicating at each stage, setting up the internal hearing, working with legal counsel, gathering the documents, and training. Coordinates voluntary mediation as needed.
Essential Function	Yes
Percentage of Time	10
Job Duty	Coordinates the Reduction-in-force (RIF) function for USC. Develops RIF plans; advises HR contacts on RIF questions; and works with State Human Resources Division for RIF approvals. Maintains RIF records.
Essential Function	Yes
Percentage of Time	5
Job Duty	Manages the drug and alcohol testing program; Communicates with the designated drug and alcohol administrators for safety and security sensitive positions; Ensures compliance with the policy to include training for reasonable suspicion identification for supervisors.
Essential Function	Yes
Percentage of Time	10
Job Duty	Develops, implements and interprets HR policies and procedures; Conducts research on a variety of HR topics; writes white papers as requested; routinely provides guidance and education to Administrators and HR contacts on ER related matters.
Essential Function	Yes
Percentage of Time	15
Job Duty	Advises and counsels supervisors, managers, and administrators on disciplinary matters; Counsels employees who seek HR advice on workplace related matters; Reviews written disciplinary notices and makes changes as needed to best support the action taken; Maintains templates for disciplinary actions and records actions in accordance with ER tracking procedures.
Essential Function	Yes

Percentage of Time	40
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Job Duty	Develops and participates in training programs for targeted audiences; makes presentations to educate users on the EPMS and Discipline functions and other Division of Human Resources training initiatives as needed. Serves as the backup for EPMS training.
Essential Function	Yes
Percentage of Time	5

Job Duty	Oversees the Human Resources Specialist who is responsible for EPMS process to include database management and notifications. The HR Specialist also is the Unemployment coordinator with the Department of Employment and Workforce.
Essential Function	Yes
Percentage of Time	5

Job Duty	Maintains other HR programs as required; Maintains telecommuting agreements in PeopleSoft and personnel files and provides required annual reporting to the Division of State Human Resources. Reviews and approves Conflict of Interest (COI) disclosure management plans; Works with employees and managers on management plans as requested.
Essential Function	Yes
Percentage of Time	5

Job Duty	Manages the UofSC Exit Interview process. Distributes surveys in an efficient manner to maximize completion rates. Compiles feedback and provides meaningful analysis to various levels of leadership.
Essential Function	Yes
Percentage of Time	5

Supervisory Responsibilities: 1 direct report	Guidelines and supervision received to do this job, including independence and discretion: Operates under the general supervision of Employee Relations Manager.	Hazardous Weather Category: Non-Essential
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USC Minimum Qualifications: Bachelor's degree and 2 years experience in human resources management programs.	Position Specific Minimum Qualifications: Bachelor's degree and 2 years experience in human resources management programs.
Knowledge/Skills/Abilities: Knowledge of USC policies and procedures; State Human Resources regulations; knowledge of State and Federal laws. Excellent written and verbal communication skills.	Preferred Qualifications: Previous experience working in Employee Relations. Advanced knowledge in Microsoft Office (Word, Excel, PowerPoint).

Mental Demands: Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Math, Reading (documents or instruments), Reasoning, Stress, Training, Verbal Communication, Written Communication, Multiple Concurrent Tasks	Additional Mental Demands:
Physical Demands: Attendance, Sitting, Speaking, Talk or Hear, Reaching, Standing, Writing	Additional Physical Demands: Long periods of sitting, occasional squatting, kneeling and occasional lifting of 25 pounds or less.
Lifting Requirements: Up to 25 Pounds (Light)	Visual Acuity Requirements: Close Visual Acuity (e.g., viewing a computer screen; using measurement devices)
Noise Conditions: Moderate Noise Conditions	Physical Demands (Elements Exposed to): None of these listed
Equipment Needed to Perform the Duties: Computer and Peripheral Equipment, Copier, Fax, Scanner, Telephone	Additional Equipment Needed to Perform the Duties:

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