

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Employee Relations Advisor II  
Code: 19518  
Salary Grade: 61  
FLSA Status: Exempt  
Department/Division: Human Resources  
Reports To: Associate Director of Human Resources

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## *Summary*

- Function: Provides professional expertise in the area of employee relations. Provides support to the University community as well as counsels and advises University leadership and non-supervisory employees on employee relations matters.
  
- Scope: Responsible for handling complex employee relations matters within Human Resources administration, which involve frequent contact with University managers, supervisors, and employees.

## *Duties*

- Typical:
  1. Provide advice, counsel, and guidance to supervisors and employees in the area of employee relations, to include the progressive disciplinary process, performance management and policy interpretation.
  2. Conduct investigations and provide recommendations to management.
  3. Respond to unemployment claims.
  4. Keep senior management apprised of non-routine concerns or potential problems.
  5. Develop and conduct training classes, workplace policies and procedures for the University.
  6. Research, develop and/or provide knowledge and expertise on human resources policy.
  7. Maintain strict confidentiality in all matters.
  8. Perform additional duties as assigned.
  
- Periodic:
  1. Work on assigned special projects.
  2. Track employee relations activity and identify trends to determine appropriate resolutions or interventions.
  3. Assist in varied departmental activities.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree in Business Administration or Human Resources Management from an accredited institution.	Master's Degree in Business Administration or Public Administration from an accredited institution.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Ability to establish and maintain a good working relationship with professional personnel, volunteers, supervisors, and the public.	N/A
Must be capable of handling difficult human situations with tact and diplomacy.	
Must be able to handle emergency and security situations.	
Criminal Background Check (CBC)	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Four years of professional level experience in Human Resources administration including two years of professional level human resources experience in employee relations.	N/A

### *Equipment*

<b>Required</b>	<b>Possible</b>
Knowledge of personal computers and other standard office equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual office working conditions. Travel to all UTSA locations.	N/A

### *Supervision*

<b>Received</b>	<b>Given</b>
Supervision provided by Associate Director for Employee Relations.	May supervise work groups and assigned workers.

***Accuracy***

Proficiency in all phases of the duties performed. Accuracy in interpretation of applicable administrative policies.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.