

The University of Texas at San Antonio

Job Description

Job Title: Employee Relations Advisor I
Code: 19519
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Human Resources
Reports To: Associate Director of Employee Relations

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 routine and 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 employee relations advisors apprised of non-routine concerns or potential problems.
 5. Assist in the development of and conduct training classes, workplace policies and procedures for the University.
 6. Research 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. Assist in tracking employee relations activity.
 3. Assist in varied departmental activities.

Education

Required	Preferred
Bachelor's Degree from an accredited institution in Business Administration or Human Resources Management or related field.	Master's Degree in Business Administration or Public Administration from an accredited institution.

Other Requirements

Required	Preferred
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

Required	Preferred
Three years of professional level experience in Human Resources administration including one year of professional level human resources experience in employee relations.	Four years of professional level experience in Human Resources administration including two years of professional level human resources experience in employee relations.

Equipment

Required	Possible
Knowledge of personal computers, Microsoft Office software suite to include Word, Excel, PowerPoint, and Outlook; and other standard office equipment.	N/A

Working Conditions

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

Supervision

Received	Given
Supervision provided by Associate Director for Employee Relations.	None.

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.