



Example of HR-Employee Relations Job Description

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Our company is growing rapidly and is looking for a hr-employee relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for hr-employee relations

- Analyzes trends and metrics to develop solutions, programs, and policies in partnership with the HR team and the Customer Support management team
- Interpret and administer policies fairly and, consistently within legal boundaries
- Develops and implements HR policies, procedures, and programs for an assigned area of responsibility with a larger importance or scope to the company
- Drafts medical questionnaires, reviews requests with both the employee and business, to identify and implement appropriate solutions, and tracking accommodations throughout the United States
- Conducts research including benchmarking, legislative and compliance regulatory tracking and review
- Manages of all government reporting related to AAP Plans, OFCCP submissions and EEO-1 for all locations in the United States
- Prepares various reports, training for employees, managers, and/or HR, and presentations as needed
- Conducts investigations of allegations of unethical activity and alleged violations of the corporations ethical standards, compliance with applicable laws, regulations and corporate policy issues
- Serve as facility lead for location Affinity Groups
- Administer Benefits Annual Enrollment process

Qualifications for hr-employee relations

- Experience with an ERP (Workday preferred), Applicant Tracking System (ATS) and Performance Management Systems
- Ability to analyze root cause issues and develop broad strategies to address business opportunities and mitigate risk
- Ability to coach, develop and lead a remote team influence business leaders to drive organizational change
- Prior Supervisory experience of Exempt Team Members
- Ability to interface with all levels of the Organization including C-Suite