



Title: Human Resources Consultant

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Human Resources Workforce Manager. Provides technical and functional support to Human Resources Specialists.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree in Human Resources, Management, Public or Business Administration or a related field or equivalent.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.
- **Experience:** A minimum of three (3) years experience dealing with Employee Relations, Labor Relations, and Recruitment is required.
- **Licenses/Certifications/Special Requirements:**
 - None

PREFERRED/DESIRABLE QUALIFICATION(s):

- A Bachelor's Degree in related field.
- Experience in a municipal or government setting.
- Professional Human resources certification is preferred, such as:
 - PHR (Professional in Human Resources)
 - SPHR (Senior Professional in Human Resources)
 - IPMA – CP (Certified Professional in Human Resources)
 - NPELRA – CLRP (Certified Labor Relations Professional)

JOB SUMMARY

The purpose of this position is to provide advanced professional level work in the areas of employee relations, labor relations, employment services, and to serve as a generalist for multiple assigned departments. This includes coordinating with supervisors, management and other staff on complex human resources issues including employee relations, investigations, complaints, grievances, recruitment processes, and labor relations matters. This classification may provide support to the Human Resources Specialists while dealing with more complex, technical personnel issues.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Assists in the preparation and planning for employee and labor relations processes, including research, analysis and compilation of data as assigned. Accompanies HR Manager to negotiating sessions with assigned units. Provides information, support and coordination of training for the City's labor relations program. Responds to questions regarding the Memorandums of Understanding (MOU's). Coordinates updates to MOU's with Human Resources and Payroll staff and communicates these with the organization, including updating webpages. Maintains labor relations files in compliance with record retention guidelines.
2	Consults with departments to determine service needs, makes recommendations regarding personnel policies and procedures, conducts special studies, prepares reports on findings, and recommends proposed changes. Responds to employees and management on questions regarding employment, Personnel Administration Regulations, Memorandums of Understanding, and other policies or procedures.
3	Conducts employee counseling and exit interviews; investigates and responds to employee complaints and concerns, and facilitates the resolution of problems. Provides analysis and responses to formal grievances, charges, and appeals. Complies with related federal, state, and local regulations.
4	Provides technical advice to assigned HR Specialists, and makes analytical judgments in order to resolve complex, technical personnel problems.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.