JOB TITLE:Compliance/Labor Relations SpecialistJCC#:F350CRDIVISION:Human ResourcesDATE:5/19/2006

SERVICE CENTER: EEO/Labor Relations

FLSA: Exempt

ESSENTIAL JOB FUNCTIONS: Works under general supervision of the Manager of EEO/Labor Relations to administer the EEO, ADA II, FMLA, HIPAA, and Labor Relations programs for the City: Assists in the administration of Memoranda of Understanding (MOU) with labor organizations; researches and investigates EEO, ADA II, FMLA, HIPAA, and Labor Relations matters, advising appropriate procedure based on facts; assists in negotiations and impasse situations; designs and presents labor relations, disciplinary, ADA II, FMLA and EEO training and orientation programs; investigates and responds to in-house and agency complaints in these cases, and other employment complaints; schedules, prepares and presents arbitration cases, including preparation of briefs; analyzes and makes recommendation based on statistical employee utilization data; coordinates and evaluates the City's efforts to comply in these areas and fulfill its responsibilities with regard to nondiscrimination on the basis of disability in local government services and to coordinate the City's compliance and record keeping requirements; reviews City policies and related forms and documents for compliance.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

<u>TYPICAL PHYSICAL DEMANDS</u>: Requires the use of office equipment such as personal computer, calculator, telephone, copier, and FAX machine. Involves contact and the ability to communicate with staff, vendors, and city, county, state and U.S. government officials.

TYPICAL WORKING CONDITIONS: Majority of work is performed in an office environment. Requires frequent travel to visit other offices or field work sites for investigations, negotiations or other EEO/labor relations matters.

MINIMUM QUALIFICATIONS: Graduation from an accredited law school and licensed to practice law in Tennessee. Three (3) years of professional EEO and/or labor relations experience to include grievance handling through arbitration, complaint investigations, and statement preparation; or any combination of experience and training which enables one to perform the essential job functions. Knowledge of city government organizations and human resources generalist functions preferred. May be required to work some weekends and long hours. Must possess a valid Tennessee Driver's License.

WRITTEN BY:	DATE:	EEO REVIEW:	DATE:
		DIVISION APPROVAL:	DATE: