



JOB TITLE: Employee Relations Specialist
DEPARTMENT: Human Resources
STATUS: Full-time (Exempt)
REPORTS TO: Director of Human Resources

HISTORY AND MISSION

The Youth Policy Institute (YPI) provides education, training and technology services to lift low-income families out of poverty. Since 2001, YPI has accomplished this by serving families in Los Angeles at 95 sites throughout the city. YPI has an annual budget of \$34 million (including affiliated charter schools) and offers families education and training resources in the areas of after school, job training, early childhood education, physical education, adult literacy and ESL, computer literacy, charter schools, and college preparation. YPI also supports efforts to boost the capacity and effectiveness of small grassroots nonprofits that provide essential services for youth. Each year, YPI helps more than 30,000 youth and adults each year through these programs.

JOB SUMMARY

Under the direction of the Director of Human Resources, the Employee Relations Specialist serves as a general source for human resources issues for the organization. The individual in this position will support all human resources related activity consistent with the organization's policies, practices and guidelines and provides assistance to employees and managers in the interpretation of the same. The Employee Relations Specialist also serves as a liaison with departmental management, employees and Director of Human Resources regarding employee relations issues and Human Resources initiatives.

Responsibilities may include, but are not limited to:

ESSENTIAL FUNCTIONS

- Handle leaves of absence for full and part-time staff (FMLA, CFRA, PDL, etc.); process necessary paperwork, advise employees regarding eligibility for leaves

- Perform challenging staffing duties, including dealing with understaffing, mediating disputes, terminations, and administering disciplinary procedures
- Assist with providing training and guidance to supervisors pertaining to disciplinary procedures, performance evaluation, etc.
- Handle complaints, investigations, corrective action, conflict resolution and other employee relations issues
- Conducts internal investigations, communicates and documents findings as appropriate
- Maintain accurate and timely documentation of employee relations issues and incidents
- Ensures corrective actions issuances are in compliance with applicable organizational policies and practices as well as Federal/State laws
- Trains and coaches managers and supervisors as appropriate regarding Human Resources policies and practices; serves as an information source for employee questions as they relate to policies and procedures
- Handles terminations, resignation processes; assists with exit interviews
- Acts as liaison with federal and state employment and service agencies. May attend unemployment hearings as necessary
- Maintains appropriate level of confidentiality and follows organizational practices for escalating concerns to the Director of Human Resources
- Assists to ensure accurate completion, compliance and maintenance of confidential employment records
- Assist with initiatives, including but not limited to events, training, employee engagement
- Assist with developing metrics for measuring effectiveness of the Human Resources department
- Assist with fingerprint rolling as needed during peak hiring season once certification is obtained
- Assist in ensuring compliance to all policies, procedures and operational guidelines
- Assist in maintaining an environment of mutual trust and respect and development of a high performance environment
- Enthusiastically supports, actively promotes and demonstrates superior customer service in accordance with department and company standards and programs
- Meets employees' and managers' needs with professionalism and courtesy
- Utilizes effective communication tools to ensure that consistent, accurate and timely information is provided
- Ensures that behavior and appearance are in compliance with established standards
- Practices, observes and enforces safety rules and regulations in accordance with OSHA regulations
- Maintains confidentiality of information at all times as required
- Participates in meetings and trainings as required
- Assists with employee assistance program efforts
- May assist with identifying staff vacancies, recruiting, interviewing and selection of applicants; provide related training to hiring managers
- Performs other duties as may be assigned by department director and/or Chief Operations Officer

- This position has no supervisory responsibilities at this time

QUALIFICATIONS

- To perform the job successfully, an individual must be able to perform each essential duty satisfactorily
- Bachelor degree in Human Resources or equivalent experience desirable. A minimum of two years of employee relations experience including assisting with or conducting investigations, policy and procedure interpretation, knowledge of state and federal employment law and regulatory agencies, and unemployment compensation. or equivalent combination of education and experience
- Three years of experience handling employee relations issues in a Human Resources setting
- Working knowledge of FMLA, CFRA, PDL, Title VII, ADEA, ADA, OSHA, etc.
- Experience with corrective action, handling terminations, resignations, exits
- Staffing experience helpful
- Excellent verbal and written communication skills. Ability to take verbal direction
- Highly organized, strong analytical and problem-solving, conflict resolution ability
- Must submit to and pass a Live Scan fingerprinting check to fulfill fingerprint rolling duties as needed

COMPENSATION

Commensurate with experience

BENEFITS

Competitive benefits package to include medical, dental, vacation, 403(b), vacation, and holiday pay

WORK SCHEDULE

Monday through Friday; however, some evenings and/or weekends may be required occasionally

LOCATION

Downtown Los Angeles

APPLICATION PROCESS

In order to be considered for this position, qualified candidates must submit the following documents:

- Cover letter
- Resume
- Three professional references

- Submit your resume to jobs@ypiusa.org only. No phone calls please.
- Write “Employment Relations Specialist” in the subject line.

SELECTION PROCESS

Prospective candidates will be invited for an interview. Position will remain open until filled.

YPI’s mission is to create opportunities for low-income families and communities through technology, education and training services.

EOE

www.ypiusa.org

: