

Job Title:	Employee Relations Assistant	Wage/Hour Status:	Non-Exempt
Reports to:	Executive Director Employee Relations	Pay Grade:	307
Dept. /School:	Human Resources	Date Revised:	July 18, 2024

Primary Purpose

Oversee the administrative operations of Employee Relations, and support district personnel, outside agencies, the public, and other constituents. Complete special assignments and coordinate clerical functions of the department by facilitating office workflow and assuring that delegated tasks are carried out. Tasks are diverse and moderately complex, requiring individual analysis and judgment. Adhere to federal and state laws and district policies, procedures, and regulations.

Qualifications**Education/Certification**

High School Diploma/GED

Special Knowledge/Skills

- Excellent organization, communication, and interpersonal skills
- Ability to record and transcribe meeting minutes
- Ability to effectively communicate orally and in writing
- Ability to work effectively with District staff, outside agencies and the public
- Ability to use and assess District data management systems

Experience

Four (4) years general clerical/secretarial experience

Prior experience in the executive office of a public school district is preferred

Major Responsibilities and Duties

1. Perform moderately complex secretarial administrative tasks in support of the department in an executive environment while maintaining high confidentiality.
2. Process employee grievances and Texas Workforce Unemployment claims timely and in accordance with district policies and guidelines.
3. Gather and evaluate all pertinent documentation in lawsuits, grievances, non-renewal, and EEOC claims for remittance to legal counsel.
4. Obtain, gather, and organize pertinent data and information as needed for employee relations files and investigations.
5. Maintain accurate employee relations files and keep accurate logs and information on the computer.
6. Ensure that confidential files maintained by employee relations are completed and secure.
7. Serve as a resource to district employees and administrators for assistance with interpretation of district policies and procedures.
8. Meet with government agencies to review employee personnel files and provide background information on employees applying with the government.
9. Maintain an optimal level of discretion and confidentiality.
10. In the supervisor's absence, ensure that requests for action or information are relayed to the appropriate person. Review and distribute incoming correspondence. Receive requests for information, assistance, etc., and provide service or direct inquiry.
11. Per timelines, prepare, review, and submit agenda items for the superintendent's cabinet, board of trustees, and other district events.
12. Compose correspondence, memoranda, reports, and other written materials independently or on behalf of the supervisor.
13. Perform administrative functions as assigned, such as organizing meetings, arranging travel itineraries, and coordinating calendar events.
14. Schedule, organize, and take minutes as necessary for any other meetings.
15. Maintain an optimal level of accuracy for assigned work to ensure compliance with district procedures.
16. Promote positive community relations through effective communication and maintain good rapport with district employees at all organizational levels.
17. Work independently, receiving minimal supervision and guidance.

- 18. Coordinate specific work requiring the participation of other departments.
- 19. Provide reports, correspondence, and verbal assistance to school officials.
- 20. Provide instructions to other employees under the supervisor’s direction.
- 21. Perform other duties as assigned by the supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal computer and other peripheral equipment

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work effectively in a fast-paced office setting with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions/wrist, prolonged use of computer. Require prolonged sitting, moderate standing, walking, bending, reaching.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.