



## Attorney General Josh Shapiro Job Posting – Human Resource Analyst III

<b>SECTION:</b>	Human Resources Section/Operations Division
<b>CLASS:</b>	Human Resource Analyst III (Employee Relations Specialist)
<b>LOCATION:</b>	Harrisburg
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Starting Salary \$60,000 - \$65,000 commensurate with experience

### **BASIC FUNCTION:**

The PA Office of Attorney General (OAG) is looking for a people-oriented, solution driven individual to join our dynamic Human Resources team in Harrisburg. The Human Resource Analyst serves as the first point of contact for any employee/labor relations or EEO matters. The individual in this position provides guidance for all employees and managers and assists with performance management, special projects, and general queries. The candidate in this position will have the opportunity to interact with and support a wide variety of diverse employees from all locations within the OAG. As such, this position may include visits and work days in other regional offices throughout the state. This position reports directly to the Director of Human Resources and Office Services.

### **EXAMPLES OF DUTIES:**

- Assist managers with employee and labor relations to include staff development, motivation, conflict resolution, and staff morale
- Provide guidance to managers regarding union contract interpretation, implications and/or application of relevant employment policies, laws, and/or regulations
- Conduct investigations related to employee complaints and grievances, prepare summary reports of each case and recommend strategies for resolution
- Draft correspondence adhering to applicable stages of union processes, including side letters, agreements, disciplinary letters and emails
- Serve as liaison between the OAG and both unions as well as other Commonwealth Labor Relations groups
- Draft and support supervisors with implementation of performance improvement plans and other employee relations correspondence or documents where needed
- Investigate harassment/hostile work environment and EEO related complaints and recommend responses and resolutions, traveling to other office locations as needed

- Facilitate pre-disciplinary meetings and administrative hearings following grievance procedures outlined in both collective bargaining agreements and recommend appropriate level of employee discipline
- Conduct training for all employees in locations across the state on relevant HR topics
- Participate on the contract negotiation team for implementation of four-yearly collective bargaining agreements with the American Federation of State, County, and Municipal Employees (AFSCME) and with the Narcotics Agents Regional Committee, FOP Lodge #74 (NARC, FOP Lodge #74)
- Update and review policies and procedures to ensure they are in line with legal requirements and best practices
- Develop and implement HR projects and programs, monitoring progress against pre-determined milestones and provide regular status updates to the Director of HR
- Develop and implement Manager Guidance handbook and provide training, as needed
- Research and respond to internal questions via phone, e-mail, and one-on-one meetings
- Update section specific information on the OAG's intranet and external website
- Work effectively as a team member with management and all groups across the state
- Any other duties as assigned

#### **MINIMUM EXPERIENCE AND TRAINING:**

- Proficient written and oral communication skills
- Excellent organizational and time management skills
- Ability to prioritize multiple projects and deadlines
- Proven ability to lead by example and foster positive relationships
- Excellent interpersonal skills with ability to deal effectively with all levels of employees and management
- Knowledge of the principles, practices, and techniques of collective bargaining including the evaluation of existing contracts, assessment of contract proposals, preparation of recommended approaches, and grievance resolution
- Ability to prepare technical reports following field investigations
- Demonstrated experience in problem solving resulting in proactive solutions
- Willingness and ability to be flexible in all situations, including possible 5-10% travel
- Proficient in all MS Office applications, specifically Word, Excel and PowerPoint
- Bachelor's degree in Human Resources or related field, with two years of Human Resources experience, one year of which should be focused on employee relations OR
- Any equivalent combination of experience, training and education