

Job Class Specification

Title:	Human Resources Consultant
Job Code:	419000
Bargaining Unit(s)/Grade:	Non Represented / Grade 10
FLSA Status:	Exempt
Safety Sensitive:	No
Competency Model:	Individual Contributor
Career Family:	TBD

Summary

This position delivers a full spectrum of human resource programs to assigned departments or divisions. Provides advice and counsel on a wide range of human resources issues including: employee/labor relations; employee motivation and recognition; organizational policies and procedures; workforce planning, staffing and compensation or benefits administration. Position serves as the first point of contact for managers, supervisors and employees. Partners with human resources specialists and other HR partners to integrate the delivery of human resources services and programs and ensure consistency in philosophies and alignment with business unit goals.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Provides assistance in developing policies and strategies for maintaining an effective and comprehensive Human Resource program. Conducts research and prepares reports of findings on issues in the human resources field in order to identify current trends and to develop strategies for the establishment of relevant programs within Metropolitan Council.
- Develops staffing projections, recruitment strategies and utilization goals with business unit managers and supervisors.
- Researches specific employee relations concerns, making appropriate recommendations to management. Develops and recommends policy interpretations for (various programs) relating to union contracts, Council policies and procedures, and laws and regulations. Advises both employees and management regarding collective bargaining agreements, employee relations policy, and implementation of FMLA and leave policies
- Administers labor contracts. Working under the direction of labor relations specialist/manager, investigates and recommends resolutions or positions to management on grievances and complaints to assure their proper and timely disposition. Handles first & second level grievances. Gathers data, interviews involved parties, drafts responses, and may represent a department for labor or employee relations purposes.
- Develops, designs, and presents training to managers, supervisors, and employees on human resources policies and procedures, management or supervisory skills, or other topics.
- Initiates management requests for classification review. Develops questionnaires by interviewing job incumbents, supervisors and other subject matter experts. Works with compensation unit to effectively recommend reclassifications, establishment or abolition of classifications, salary grade reallocations or revision of class specifications.
- Works to resolve compensation issues. Reviews and refers policy variations to Compensation unit for resolution.
- Represents management in formal labor contract bargaining sessions. Assists with formulation of management proposals and strategy. Assembles and analyzes data and information for management team.
- Work Direction to others: Provides the daily work direction to the human resource service team(s).
- Other duties assigned or apparent.

Non Essential Responsibilities

- Performs staffing for assigned positions.
- Authorizes routine personnel actions and requests pertaining to existing employees and new hires, in accordance with established policies, procedures, and guidelines.

Qualifications

Education	Bachelor's degree (BA) from a four-year college or university.
Experience	A minimum of five years of professional level experience in human resources that includes at least three years of experience in a generalist/consultant role providing support to managers and supervisors on a wide variety of employee relations issues. Additional experience in one or more functional areas such as: staffing, organizational design and development, employee/labor relations, performance management, compensation and classification, benefits administration, employment law, affirmative action and HR system, desirable.
License Requirements	SPHR or IPMA-CP certification desirable.

Knowledge, Skills and Abilities Required:

Technical	Understanding of HR theories and principles including classification and compensation, recruitment, labor relations, affirmative action, training and development, organizational development, employee benefits, and workers' compensation. In-depth knowledge of federal and state employment laws, regulations and policies. Knowledge of HR systems in other organizations and economic sectors. Strategic, comprehensive and operational planning sufficient to prepare, review or modify human resources programs or plans through individual or committee assignments. Ability to develop metrics, measure results, manage databases and analyze and interpret data.
Computer	Intermediate skills in Word, Excel and Internet tools. Experience with PowerPoint to create professional presentations. Intermediate HRIS query skills and preparing workforce analytics.
Language	Level 4. Ability to read, analyze and interpret professional journals, technical procedures and government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of customers or clients
Math	Level 4. Ability to interpret and apply mathematics and statistical methods and procedures gained through professional educational training
Human Relations	Level 2. Requires the skill and persuasion in dealings with others both inside and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization, but does not have the authority to act on behalf of the organization in matters where there are legitimate differences of opinion. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

Work Environment

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: created 4-06