



Position Number: 00033449 **Position Title:** MANAGER OF EMPLOYEE RELATIONS
No of Direct Reports: 1 **Number of Indirect Reports** 0
FLSA Status: Exempt

POSITION SUMMARY:

The Manager, Employee Relations supports all employees, faculty and senior leadership by providing strategic and tactical consultative advice and services regarding employee relations, policy development/interpretation, and administration of human resource policies and procedures. Primary responsibility involves advising and guiding employees and supervisors in Employee Relations issues through analyzing individual situations, determining appropriate interventions such as, one-on-one counseling, coaching or the development of individualized employee development tools, and providing follow-up to ensure performance accountability; interventions aimed at improving the effectiveness of work teams, and supervisory development. Position serves as a fact-finder and investigator for harassment and discrimination cases. The scope of this role has responsibility for managing higher level and more complex and sensitive issues. Additionally, the complexity of issues of this role include consulting with the Campus Assistance Program on Administrative Referrals/Fitness for Duty determinations for faculty and staff. The incumbent will support senior leaders/managers/supervisors on performance matters. The incumbent manages the Employee Relations Consultant who will focus on Classified Employment issues. The incumbent supports LSUHSC-NO's commitment to diversity and inclusion including supporting education and responding to employees with ADAAA accommodations

REQUIRED QUALIFICATIONS:

Degree: Bachelor's Degree

Field of Study: Human Resources, Organizational Development, Psychology, or related field

Experience: Five years of experience resolving complex employee relations issues, including conducting investigations, and preparing/writing findings

Substitution: Bachelor's Degree in other field and seven years directly-related experience

PREFERRED QUALIFICATIONS:

Degree: Master's Degree

Field of Study: Human Resources, Organizational Development, Psychology, or related field

Experience: Four years of the required experience in Higher Education

Certification/Licensure: PHR/SPHR, SHRM-CP/SHRM-SCP

APPLICATION INSTRUCTIONS: Apply online <https://lsuhsc.peopleadmin.com/postings/9802>

Comprehensive benefits are available to eligible employees and their dependents including health, life, dental, and vision insurance; flexible spending accounts; retirement plans; annual and sick leave; 14 paid holidays per year; wellness benefits including a complimentary fitness center and an employee health primary care clinic; tuition exemption; and employee discounts. Salary will be competitive and commensurate with qualifications.

LSU Health New Orleans is committed to leveraging diversity as an educational resource and an institutional core value. We seek candidates who will contribute to a climate where students, faculty, and staff of all identities and backgrounds have equitable access and success opportunities. As an equal opportunity, affirmative action employer, we welcome all to apply without regard to race, color, religion, age, sex, national origin, physical or mental disability, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.