Employee Relations Manager #02665  
City of Virginia Beach – Job Description  
Date of Last Revision: 02-26-2016

FLSA Status: Exempt  
Pay Plan: Administrative  
Grade: 18

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Coordinate the activities of the Human Resources/Employee Relations Division in the development, administration and communication of Citywide ordinances, personnel policies, EEO investigations and oversight, and procedures related to employee relations, leave administration, discipline, recognition and incentive programs, conflict resolution, quality of worklife initiatives, EAP, and application of federal and state laws and related court and arbitration decisions.

Representative Work Functions and Responsibilities
Perform development review and administration of Citywide personnel employee labor relations ordinances, policies and procedures.

Review and approve as to form all employee discipline, specialized leave, and terminations as delegated by the Director of Human Resources; and initiate and approve administrative terminations of City employees.

Act as Assistant Secretary to the Personnel Board.

Administer the City's grievance procedure.

Develop and administer divisional budget.

Advise and counsel employees and management regarding Employee Relations policies.

Act as contract administrator of EAP and Drug Screening Program.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Effectively ensure that grievance procedures are implemented in accordance with state and local regulations in a timely manner; remain current on employee relations trends and unusual precedent
setting decisions in this area; continually review Citywide employee relations ordinances, personnel policies and procedures making recommendations for change when necessary; on an ongoing basis, make interpretations to ensure fair and equitable administration of policies and procedures; supervise work assignments of subordinates, continually review and approve all disciplinary actions, terminations, and approved leave; and provide quantitative productivity time and motion studies to support division budget.

**Minimum Qualifications**
Requires any combination of education (above the high school level) and/or experience equivalent to twelve (12) years in fields utilizing the required knowledge, skills, and abilities, in such positions as Labor/Employee Relations Specialist, Benefits Administrator, Personnel Specialist, or Assistant Labor Relations/Employee Relations Coordinator.

**Preferred Qualifications**
IPMA-CP/IPMA-CS

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. **Knowledge**
1. Knowledge of policy and ordinance review, development and administration.
2. Knowledge of current labor relations practices including grievance procedures, arbitration; federal, state, and local legislation, and related court decisions; collective bargaining development, strategy and procedure.
5. Knowledge of accepted counseling procedures.

B. **Skills**
1. Skill in the development, modification, and administration of policies and procedures related to modern municipal labor/employee relations administration.
2. Skill in the development and administration of employee grievance policy and procedure.
4. Skill in the development and management of incentive programs.
5. Skill in facilitating teams and workgroups.

C. **Abilities**
1. Ability to effectively administer recommended personnel policy changes.
2. Ability to train and supervise professional and clerical staff.
3. Ability to establish and maintain effective working relationships with other City officials and employees.
4. Ability to present facts and recommendations effectively in both oral and written form.
5. Ability to work effectively with teams and workgroups.

**Working Conditions**
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

**NOTE:** *Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the*
Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

**Physical Requirements:** Physical refers to the requirement for physical exertion and coordination of limb and body movement.

Sedentary work that involves walking or standing some of the time and routine keyboard operations. May involve occasional kneeling, stooping, squatting, climbing, gripping, pushing, lifting and raising objects and exerting up to 30 pounds of force.

**Mental Requirements:** Mental refers to the degree that the job involves cognitive activities, and use of mental processes

Performs advanced professional level work in the analysis or interpretation of methods of a human resources, fiscal, legal, or managerial nature, formulates recommendations on the basis of such analysis, and applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.

**Environmental Conditions:** Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.

This job involves a risk of limited to no exposure to any environmental hazards.

**Sensory Requirements:** Sensory refers to hearing, sight, touch, taste, and smell required by the job.

Normal visual acuity, and field of vision, hearing and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.