



REPORT TO THE CIVIL SERVICE COMMISSION SPECIFICATION UPDATE STUDY

Job Classification Studied:	Employee Relations Manager
Department/Division:	Human Resources
Position Reports to (Classification):	Human Resources Director
Incumbent:	Janie Carduff
Bargaining Unit:	Administrative Management
Study Requested by:	Human Resources Director
Recommendation:	
Approve the revised specification and retitling of Employee Relations Manager to Employee and Labor Relations Manager.	
Justification Submitted in the Request:	
Employee Relations Manager has not been updated since 1995.	
Background:	
The Employee Relations Manager reports to the Human Resources Director and considered one of the executive level managers in the County's central Human Resources Department. As the classification has not been updated since 1995, the Human Resources Director requested the classification be updated to reflect the current responsibilities.	
Findings & Analysis:	
<p>The primary purpose of the Employee Relations Manager position for many years now includes both employee relations and labor relations. The classification has not been updated since 1995, and much of the classification as currently written does not reflect the actual responsibilities, duties, and necessary knowledge and abilities. Human Resources staff have made significant edits to develop a current and better representation of the position.</p> <p>Staff also recommend retitling the position to incorporate the dual role of employee relations and labor relations. In public sector, employee relations is synonymous with labor relations; whereas in the general human resources profession, employee relations is more frequently refers to the relations between the employer (management) and the employees. The current position and the unit that it managers serve both roles – labor relations and employee relations. Therefore, a title of Employee and Labor Relations more clearly describes the position and the program areas it is responsible for.</p>	
Recommendation	
Approve the revised specification and retitling of Employee Relations Manager to Employee and Labor Relations Manager.	

Report Prepared by:	Spencer Keywood, Recruitment & Classification Manager
Report Approved by:	Christina Cramer, Human Resources Director
Date:	April 22, 2021