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## Human Resources Employee Relations Specialist

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### Description

We are looking to hire a Human Resources Employee Relations Specialist to support the Office of the Executive Director, Human Resources Division. The specialist will act as a subject matter expert, providing advice on employee conduct, suitability, and discipline matters for both Civil Service and Foreign Service employees.

**Date posted**  
September 12, 2024

### Responsibilities

- Offer expert advice and guidance to executives, managers, and supervisors on handling employee conduct, suitability, and disciplinary issues. Inform labor/employee organizations and employees as necessary.
- Research, analyze, and evaluate misconduct cases to determine appropriate disciplinary actions. Draft disciplinary proposal letters, conduct case law research, and ensure consistency of penalties. Review employee responses and participate in decision-making processes.
- Draft proposals for reprimands, suspensions, demotions, and removals, as well as abeyance and settlement agreements. Ensure that disciplinary actions are defensible before third parties such as the Merit Systems Protection Board (MSPB).
- Provide ongoing expert advice to management on managing misconduct and performance-related issues. Work with HR to respond to discovery requests, including document and interrogatory requests.
- Review and analyze trends in employee relations actions. Recommend improvements for service delivery and changes in management processes to enhance the employee relations climate.
- Develop and deliver training sessions on employee and management responsibilities and disciplinary programs.

### Qualifications

- Bachelor's degree in relevant field.
- Work experience in an educational or training institute preferred.
- U.S. citizenship is required.
- 5 years of experience in related field is preferred.
- Knowledge of the theories, principles, practices and techniques and case law governing Federal employee relations, as well as comprehensive

knowledge of rules, regulations and legislation governing the Federal program.

- Knowledge of a wide range of administrative laws, policies, regulations, and precedents applicable to the administration of the Conduct, Suitability and Discipline program.
- Thorough knowledge of security requirements established in legislation, regulations, and various policy statements such as E.O. 10450
- Ability to deal with frequently changing priorities due to adverse actions occurring domestically as well as overseas, congressional inquiries, taskers of a sensitive nature, etc., which require constant adjustment to operations.
- Proficiency in written and oral communication.
- Superior organizational skills.
- Ability to interact effectively in a multicultural setting.