

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 15

SALARY RANGE: \$52,260 - \$81,874

POSITION TITLE: EMPLOYEE RELATIONS SPECIALIST

DEPARTMENT: HUMAN RESOURCES

REPORTS TO: THE DIRECTOR OF HUMAN RESOURCES

POSITION SUMMARY

Serves as a key point of contact for employee relations matters within the police department. This position provides guidance and support to employees, supervisors, and command staff on workplace issues, conflict resolution, disciplinary processes, grievances, EEO, harassment, discrimination and compliance with employment laws and departmental policies. The role ensures fair, consistent, and legally compliant practices while fostering a positive and respectful workplace culture.

FUNCTIONS OF THE JOB

Essential Functions

- Serve as the primary advisor for employee relations issues, including workplace conflicts, grievances and EEO, harassment, and discrimination.
- Conduct impartial investigations into employee complaints, grievances, and policy violations.
- Provide guidance to supervisors and command staff on conflict resolution strategies.
- Facilitate grievance and dispute resolution processes in compliance with departmental policies and collective bargaining agreements.
- Resolve complex employee relations issues with the Director of Human Resources and Legal counsel if necessary.
- Make recommendations to the Director of Human Resource on investigations for final recommendation to the Chief of Police.
- Maintain accurate documentation of investigations, complaints, disciplinary actions and resolutions.

- Assist in drafting policies, procedures and communication related to employee conduct and workplace expectations.
 - Monitor workplace trends and provide recommendations to HR leadership to promote employee engagement and retention.
 - Ensure compliance with federal, state, and local employment laws and police department regulations.
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QUALIFICATION REQUIREMENTS

Knowledge:

- Bachelor's degree in Human Resources, Labor Relations, Public Administration, Criminal Justice or a related field.
- Knowledge of EEO laws, labor laws, and HR best practices.

Experience:

- Three to five years of experience in employee relations and EEO investigations.
- Public sector and union experience preferred.

Skills and Abilities:

- Strong investigation, mediation and conflict resolution skills.
- Excellent communication, interpersonal and report writing abilities.
- Ability to work independently and meet deadlines.
- Ability to handle sensitive and confidential information with discretion.

Working Environment:

- Normal office environment.
- Frequent interaction with command staff, officers, civilian staff and union representatives.
- May require attendance at grievance hearings or disciplinary meetings.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
- Telephone
- Cell Phone

- Copier/Fax Machine

PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

The St. Louis Metropolitan is an Equal Opportunity Employer.

The job description does not necessarily contain all of the actual or essential duties of this position. All job offers are contingent upon passing a medical evaluation/drug screen and criminal background check.