



**Tennessee Department of Correction  
Division of Human Resources  
Employee Relations Specialist**

**Job Announcement:** Employee Relations Specialist (Affirmative Action Officer 1- (3) positions), Executive Service, Salary Grade 033, Salary Range \$3,710 to \$5,936.

The Employee Relations Specialist will provide direct services to staff working in the Community Supervision field offices and subject matter expertise to other human resources staff members working in correctional facilities in their respective region. This position is responsible for maintaining expertise in conflict management, resolving workplace issues, and finding solutions that will contribute to a positive work environment.

Specific responsibilities will also include the following:

- Conduct investigations regarding complaints of discrimination and/or harassment in the workplace
- Gather information and prepare responses to any THRC, EEOC, USERRA, etc. complaints
- Handle requests for accommodations covered under the Americans with Disabilities Act
- Consult with managers and supervisors regarding employee disciplinary actions
- Serve as a subject matter expert on FMLA, workers' compensation, extended leaves of absence, and employee benefits, providing direct services to employees working in Community Supervision field offices and consulting with human resources staff working in correctional facilities
- Oversee the performance management process, assisting managers in utilizing the program to drive employee performance and ensuring all steps are completed as required
- May sit on employee hiring boards and make recommendations regarding potential new hires

These positions reports to the Employee Relations Supervisor (Affirmative Action Officer 2) and is a key representative of the Division of Human Resources. This individual is expected to create and maintain positive working relationships with employees, managers/supervisors, and executive leadership. It is also an expectation that the incumbent act as a resource and provide support for staff at all levels of the Department of Correction, by providing non-biased advice and expertise in order to work through problematic issues in the workplace.

**Minimum Qualifications:**

A Bachelor's Degree with two (2) years of related management and administrative experience, as well as previous Human Resources experience. Strong writing and interpersonal skills are required for this position.

To Apply: Submit the following to: [Carrie.E.Brock@tn.gov](mailto:Carrie.E.Brock@tn.gov)

- Letter of application, with complete resume reflecting education and specific positions held
- Include information relative to leadership/supervisory roles
- Writing sample, indicative of the individual's professional communication style

Closing: Resume/Application must be received on or before June 8, 2016. Applications will not be accepted after June 8, 2016.

Pursuant to the State of Tennessee's policy on non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.