

Director of Employee Relations
State of Tennessee
Department of Human Resources

The Tennessee Department of Human Resources (DOHR) serves as the central human resources agency for state government, with the overall responsibility for statewide human resource policies, processes and services.

DOHR seeks to fill the position of Director of Employee Relations. This position is located in Nashville and reports to the Deputy Commissioner/General Counsel. This position is responsible for the following:

- Designs, plans, and implements employee relations programs, policies, and procedures for the state service, including reduction in force, employee discipline and appeals, and performance management.
- Provides counseling, guidance and training regarding employee relations matters to state agency human resources offices and employees.
- Provides daily leadership, direction, and oversight to the employee relations team by ensuring operational excellence in handling of employee relations issues.

Essential Functions:

- Contributes to the strategic development of the Employee Relations (ER) division by developing a progressive, business-focused employee relations strategy that meets the current and future needs of the organization. Identifies and implements effective employee relation programs, in consultation with relevant stakeholders, that will lead to a more efficient and motivated workforce.
- Serves as an expert in employee relations providing guidance and oversight sensitive complex employee issues, engaging legal counsel as needed. Ensures appropriate collaboration for issues representing significant risk to the organization. Monitors employee relations-related actions, decisions, communications and training to ensure executives and managers understand and apply sound ER practices.
- Develops analytics to identify ER trends within the state via metrics reporting, case management systems, and logs. Makes recommendations for policy or process modifications and/or educational training opportunities. Identifies opportunities to reduce/mitigate risk through analysis, strengthening policies, and by providing training to the HR community, business leaders, and other key stakeholders.
- Ensures operational consistency and compliance of services. (i.e. recording keeping, documentation, data and policy interpretation, etc.)
- Ensures HR policies and procedures are applied to meet state agencies' business needs. Partners with legal counsel to ensure compliance with federal and state regulation and employment law.
- Provides regular performance feedback and coaching to team. Assesses the development and training needs of team members in order to improve performance and foster a culture of continuous learning.
- Other projects as assigned.

Qualifications:

Requires a bachelor's degree in business, HR Management or a related field; or at least 5 years of relevant experience.

Demonstrated superior conflict management skills; strong understanding of employment law and state employment policies and practices, ability to influence leaders at all levels of the organization; strong communication skills both oral and written; customer orientation; strong analytical skills and the ability to apply analysis results to achieve problem

resolution; superior ability to independently employ sound judgement and decision-making in complex situations.

Preferred: PHR/SPHR

Interested candidates should resume and cover letter by 6/19/2016 to the following email address. Include “Application for ER Director” in subject line.

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Kim T. Yap

Assistant Commissioner | Chief HR Business Partner

TN Department of Human Resources

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