



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## EMPLOYEE RELATIONS ASSOCIATE

### GENERAL RESPONSIBILITIES

Provide extensive administrative clerical support within the office of employee relations with a considerable amount of customer service required.

### ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answer a large volume of telephone inquiries. Answer general leave or policy questions, research specific questions through specialists, and respond verbally or in writing, as necessary.
- Prepare FMLA calculations, process leave donations, and maintain sick leave bank records with accuracy.
- Receive, review, and process applications for FMLA.
- Maintain FMLA files to include tracking FMLA usage and ensuring proper medical documentation and release to work is received.
- Communicate with representatives from VLDP third party administrator to resolve claims issues.
- Communicate with employees and managers regarding employees' VLDP status upon receipt of action reports.
- Work closely with payroll office to ensure that leave calculations for all employees out leave is accurate.
- Proof, edit, and format reports, memos, letters, and other correspondence drafted by specialists.
- Perform leave proration for terminated employees to recover overpayments for leave taken but not earned.
- Calculate payout of terminated employees leave, if needed.
- Input sick leave transferred from other school systems and transfer sick leave to other school systems.
- Process annual sick leave bank open enrollments.
- Maintain electronic investigation and grievance files; transfer files into Laserfiche system upon closure.
- Prepare yearly separation report regarding employee relations cases.
- Assist in planning and executing special events such as Retirement Banquets and Service Awards dinners.
- Complete loss wage statements for lawyers and insurance companies
- Process subpoenas and FOIA requests-
- Process applicable personnel actions in accordance with Division policies and regulations.
- Route and process incoming mail.
- Complete special projects, as necessary.
- Perform related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Ability to plan, organize, successfully complete multiple projects and special events; ability to work independently in the absence of detailed instruction; ability to perform mathematical computations with speed and accuracy; knowledge of modern office procedures, computer skills (Windows, Excel, Access, Desktop Publisher, Power Point); ability to follow up on current and past assignments with timely results; ability to work under pressure and interact with people of all backgrounds with tact, courtesy and diplomacy; adapt in editing and correct usage of English grammar, spelling, and vocabulary.

### EDUCATION AND EXPERIENCE

#### Required:

High school diploma or GED

#### Preferred:

Any programs/training on payroll administration, Family and Medical Leave Act, word processing.  
Experience in payroll/benefits/human resources.



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A comparable amount of training and experience maybe substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, and repetitive motion. Occasional walking, standing, bending, and reaching. Ability to lift 20 pounds occasionally and up to 50 pounds rarely. Work involves frequent change and/or interruptions, frequent deadlines must be met, and the position requires intense and frequent interactions with employees. Requires timely and regular attendance and may require working beyond normal business hours.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **SPECIAL REQUIREMENTS**

Regular and reliable attendance is an essential function of this position.

FLSA status: Non-Exempt	Description: Rev: 2/19, 7/20
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