



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:** October 9, 2024

**JOB VACANCY MEMORANDUM NO.** 24-30

**TITLE:** Employee Relations Manager

**ELEMENT OF ASSIGNMENT:** Human Resources Division

**PAY RANGE:** 23

**STARTING MONTHLY SALARY:** \$7,206

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** October 23, 2024

## **REQUIREMENTS:**

Coordinates and manages all aspects of employee relations to further the mission, vision and strategic objectives of the Department. The Employee Relations Coordinator will carry out responsibilities in the following functional areas: employee relations, policy interpretation and application, performance management, investigations, exit interviews, etc. The Employee Relations Coordinator will work collaboratively across the HR Department and with leaders to deliver a positive employee experience.

## **Essential Job Functions:** (Functions essential to obtaining job objectives.)

1. Initiative-driven individual who looks for opportunities to make daily office tasks enjoyable.
2. Acts as the point of contact for employees to address concerns, issues, or inquiries related to various employee relations matters including workplace conflict, disciplinary action and policy interpretation.
3. Collaborates with the Human Resources Director to implement conflict resolution strategies and provide guidance to all parties involved.
4. Oversees the current evaluation processes.

5. Manages all performance plans to ensure consistency and transparency. Provides guidance to supervisors wanting to institute a performance plan. Attends meetings establishing performance plans.
6. Conduct employee assistance related training for members at in-service, roll calls, static displays, and the Academy.
7. Oversee the creation and modification of policies related to employee relations to ensure EEOC compliance.
8. Act as a mediator between members and the Discipline and Accountability Division. Attends discipline hearings as needed.
9. Meets with members and supervisors to problem solve work related issues.
10. Manage the Internal Complaint Application System.
11. Resolve HR related complaints including but not limited to complaints regarding Discrimination and/or Harassment (Policy 310).
12. Provide mentoring and professional development to department members.
13. Regularly communicates with the HR team and management regarding trends, challenges and areas for improvement in employee relations.
14. Provides advice, assistance and follow-up on Department policies, procedures and documentation.
15. Maintain confidentiality when working with employees on personal and professional issues. Must have the ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.
16. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, and be available 24/7, overtime, weekends, and/or respond after-hours to assist with an emergency crisis (e.g. death or serious injury of employee, mass casualty event, etc.) when the need arises.
17. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent and a four-year degree from an accredited college/university with an emphasis in human resources, public or business administration. Requires 3+ years of experience handling employee relations investigations, inclusive but not limited to interpersonal conflict in the workplace, terminations, employee complaints, and allegations of harassment, discrimination, and retaliation. Requires certification in the HR field (to possibly include SHRM, PHR, or SPHR).

Position requires coordinating, problem-solving and decision-making skills as well as strong verbal and written communication skills. Incumbent will work independently and must have the ability to communicate effectively, manage time and maintain effective working relationships with department members and outside resources.

Incumbent is required to have experience building and launching programs that measurably impact positive engagement. Must have experience analyzing and using metrics to identify vulnerabilities and drive improvements in the employee experience. Must have a solid understanding of federal and state labor/employment laws and governmental compliance requirements.

Incumbent is required to have a strong command of various word processing programs, software packages, internet-based communication platforms, databases and spreadsheet preparation.

Must possess a valid driver's license.

**Physical Requirements:** Position requires the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, telephone and office equipment. Incumbent will be subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, squatting, repetitive motion, and driving.

**Job Location:** (Place where work is performed.)

Position operates in a standard office environment 75% of the time. Incumbent may be required to work in secure facilities and respond to other department facilities that will require a flexible work schedule.

**Equipment:** (Machines, devices, tools, etc., used in job performance)

- Personal computer
- Vehicle
- Telephone
- Copier/Scanner/Fax

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Marcus Smith, Human Resources Division** by no later than **OCTOBER 23, 2024**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **OCTOBER 23, 2024**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview and provide 2 examples of written professional work. Selected applicants must submit to a CVSA, post-offer physical examination and routine drug screen.

*Captain Justin Pinkerton*

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Commander, Employment Unit