Employee Relations Specialist

Salary: $80,230-$99,441/Yr

Los Angeles Community College District

=====================================================================The Los Angeles Community College District (LACCD) invites applications for the position of Employee Relations Specialist. This position performs a variety of professional-level staff work related to an employer-employee relations program including investigation, analysis, and adjudication of disciplinary actions, grievances, appeals, and complaints.

MONTHLYSALARY: $6,689 - $8,286\*
\*Salary Information is based on a full-time, 12-month position

**BENEFITS**

* District-paid medical, dental and vision insurance plans for employee and dependents.
* A $50,000 District-paid life insurance policy.
* 12 full-pay days and 88 half-pay days of illness leave.
* A minimum of 15 paid holidays per year.
* Up to 24 days of vacation annually depending on years of service.
* Public Employees Retirement System.
* Employee Assistance Program

 **MINIMUM REQUIREMENTS FOR ACCEPTANCE OF AN APPLICATION:**
**Education and Experience:**

A. A master's degree from a recognized college or university with a major in labor and industrial relations, human resource management, industrial or organizational psychology, public administration, or a related field AND one year of recent, full-time, paid, professional-level personnel experience in interpreting bargaining contract provisions and investigating, analyzing, and resolving disciplinary matters, grievances, appeals, and complaints.

OR

B. A bachelor's degree from a recognized college or university preferably with a major in labor and industrial relations, human resource management, industrial or organizational psychology, public administration, or a related field AND three years of recent, full-time, paid, professional-level personnel experience in interpreting bargaining contract provisions and investigating, analyzing, and resolving disciplinary matters, grievances, appeals, and complaints.

**Special:**

A valid California Class “C” driver’s license is required Travel to locations throughout the District is required.

**For a complete job description including the Knowledge, Skills, and Abilities associated with the position please visit our website.

DEADLINE AND HOW TO APPLY
Online**
 **DEADLINE**Completed applications must be submitted through our online employment system- https://jobapscloud.com/laccdby 4:00 P.M. on **FRIDAY, December 6, 2019.** Resumes will not be accepted in lieu of an application.