



EMPLOYEE RELATIONS & TRAINING SPECIALIST/ Human Resources Department/Oakdale, NY

The Suffolk County Water Authority is seeking an Employee Relations and Training Specialist. Responsibilities include the development, implementation and administration of the employee relations area of the Human Resources Department to foster a positive work environment. This position will also identify, coordinate, develop and implement training programs for all employees.

Essential Functions:

- Provide advice and counsel to managers and supervisors regarding personnel practices, policy and employment laws.
- Conduct on-site internal investigations, often involving complex employment matters and prepare comprehensive confidential investigation reports with recommended findings for senior management review.
- Administers and manages all aspects of the SCWA DOT Drug/Alcohol testing program.
- Administers and manages Employee Assistance Program including mandated employee referrals.
- Administers the performance evaluation process for all positions and follows up to address performance issues.
- Administers and presents annually Respectful Workplace Training including harassment prevention, and diversity and inclusion.
- Prepare and distribute written and verbal information to inform managers and employees of SCWA policies and procedures.

Qualifications:

- Bachelor's degree in Human Resources, Labor Relations, Business or a related field of study preferred.
- Human Resources Certification (SPHR, PHR, SHRM-CP, SHRM-SCP) preferred.
- Minimum 5 years employee relations experience to include knowledge of principles and procedures for effective employee relations management.
- Strong understanding of employment law, common HR practices and state and federal regulations.
- Experience with a unionized workforce is preferred.
- Excellent interpersonal, diplomatic and verbal communication skills to deal with employees across all levels and departments.
- Excellent public speaking and presentation skills.
- Ability to write reports, business correspondence, and policy and procedure manuals.

Interested candidates should submit their application and resume via the SCWA website (www.scwa.com) and click on "Career Opportunities". Salary – minimum \$65,000, to be commensurate with education and experience.

* The Authority may accept an equivalent combination of education and experience to meet the requirements*

(The Authority shall not employ relatives of employees as defined to mean an employee's spouse, child, stepchild, stepparent or direct descendant of grandparents of the employee as defined in the New York State General Municipal Law 810.)