

EMPLOYER RELATIONS REPRESENTATIVE**NATURE OF WORK IN THIS CLASS**

This is professional work involved in establishing and maintaining working relationships with local employers to promote use of public employment and services.

Employees in this class assist employers in their placement needs, employee problems and other matters covered in the program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Assists in promoting the use of Employment Service facilities by contracting employer, labor, veteran, education and other organizations to provide suitable applicants.

Assists employers in identifying and correcting turnover problems, recruitment difficulties, absenteeism, and other personnel problems.

Contacts employers by personal visits or by telephone to explain services available, obtain labor market and wage data, and obtain information on labor needs and hiring plans.

Encourages the implementation of training programs as necessary.

Prepares correspondences to employer questions concerning Employment Service programs or services available.

Maintains records and prepares labor market and other statistical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the principles of federal and territorial legislation pertaining to the public employment service, employment problems and conditions of work.

Knowledge of the techniques, practices and theory involved in sound employment practices or personnel management.

Knowledge of community facilities and resources which contribute to the solution of employment and welfare problems.

Ability to interpret and apply laws and policies pertaining to the employment service.

Ability to make independent work decisions in accordance with laws, rules, and regulations and to apply established policies to specific work situations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

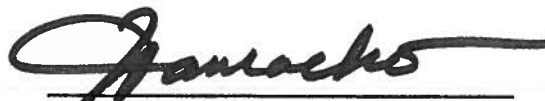
MINIMUM EXPERIENCE AND TRAINING

- a) Two (2) years of progressively responsible experience in labor or industrial relations, employment service work, personnel or closely related work and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences, business or public administration or related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license.

ESTABLISHED: DECEMBER 31, 1990 (P.L. 20-221:36)
PAY RANGE: 44



FELIX P. CAMACHO
Executive Director
Civil Service Commission