

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **EMPLOYEE RELATIONS SPECIALIST – SUPERIOR COURT**

Spec No. 6346

#### **BASIC FUNCTION**

To provide employee/union relations support for Snohomish County Superior Court by coaching employees and managers, training applicable employees, investigating complaints as they occur, and resolving issues.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Participates in the review and approval of protocols for conducting investigations of complaints from and/or concerning court employees and court operations.
2. Conducts investigations of complaints regarding discrimination, harassment, retaliation, and other violations of Court policy, under the direction of the Human Resources Manager and the Superior Court Administrator.
3. Prepares investigation reports reflecting allegations, facts as determined by the investigation, findings/conclusions, recommendations (where appropriate), and related information material to the investigation for review by the Human Resources Manager.
4. Assists with the development, coordination, and implementation of effective communication of employee/union relations policies and practices for Superior Court.
5. Participates in coaching employees in supervisory and management roles regarding the effective management of human resource issues.
6. Assists Human Resources Manager in conjunction with civil division prosecutor, as appropriate, with employment-related matters involving Snohomish County Superior Court.
7. Under direction of the Human Resources Manager, partners with agency staff, prosecuting attorneys, and other governmental entities in the conduct of investigative activities.
8. May testify in court, at grievance hearings, at arbitration hearings, or in other settings, as necessary.
9. In conjunction with the court's Human Resources Manager, provides feedback and information to senior management on how to create/maintain a positive work environment.
10. May facilitate the collection of draft policies and procedures by; meeting with employees, managers and supervisors; compiles input, edits and revises text as necessary; coordinates the layout, printing and distribution of materials; updates materials as necessary.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Maintains records of investigations including a centralized data base of allegations, related information, and conclusions.
12. Performs other related work as assigned.

#### MINIMUM QUALIFICATIONS

A bachelor's degree in applicable studies plus two (2) years of applicable human resources experience; recent experience in conducting labor law related investigations is preferred. OR, any equivalent combination of experience and/or training that provides the knowledge and skills. Must pass job related tests.

Employee must possess and maintain a valid Washington state vehicle operator's license. Applicants must successfully pass a criminal background investigation and reference review.

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- investigative techniques and procedures
- state and federal laws, regulations, and policies and procedures related to the workplace
- collective bargaining agreements, and employee rights
- hiring and recruitment standards including interviewing techniques
- principles of training, supervision, and management in the workplace
- policy and procedure development
- legal, cultural, and workforce issues in public agencies, and courts in particular

Ability to:

- establish and maintain effective working relationships with agency staff, federal, state and local agencies, business entities, law enforcement officials, prosecutors, witnesses, and the general public
- prepare clear and detailed reports of investigative findings
- work in the midst of conflict and stressful situations involving angry clients and staff
- conduct investigatory interviews
- listen empathetically while maintaining appropriate boundaries
- work independently
- analyze, prepare, and present evidence and other information
- conduct effective oral presentations

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#### SUPERVISION

Work is performed under the general direction of the Superior Court Human Resources Manager, but the incumbent works closely with other court managers with regard to specific cases. In certain circumstances, the employee may report directly to the Superior Court Administrator. The employee exercises considerable independence and initiative in the performance of responsibilities.

#### WORKING CONDITIONS

The work is performed in the usual office environment. The employee may be required to conduct work at different locations, including secure facilities. Work may be performed after hours and on weekends as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 2006  
EEO Category: 2 - Professionals  
Pay Grade: 240 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous