

## HR EMPLOYEE RELATIONS SPECIALIST

### JOB SUMMARY:

Provides support for a wide variety of activities of human resources including employee relations and licensing.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for processing employee corrective actions that are submitted to the HR office for approval.
- Coordinates all labor issues with existing labor contracts. This will include associated grievance proceedings, incident investigations, disciplinary meetings, and terminations when necessary.
- Responsible for assisting in the coordination of the Unemployment Compensation program, which includes filing responses, participating in hearings and monitoring results.
- Typing memos and spreadsheets
- Filing
- Order and maintain all supplies utilized by the department
- Information research
- All other duties as assigned.

### EXPERIENCE/QUALIFICATIONS/SKILLS/REQUIREMENTS:

Must also have a working knowledge of corporate policy and Federal and WV Labor Laws. Must possess excellent interpersonal skills and be able to effectively communicate with all levels inside and outside the organization in a reasonably tactful manner using discretion. Computer proficiency is required, preferably in ADP, Microsoft Word, Excel and Access. Must also be energetic, outgoing, detail-oriented, highly organized and have the ability to handle multiple tasks simultaneously.

Must be able to stand/walk/ sit for extended periods. May be exposed to working in a noisy, smoke/secondary smoke environment.

Must be at least 21. You must be able to obtain a Level 2 Table Game License through the WV Lottery. Must be able to pass a background investigation and obtain and maintain a WV Racing License.

### EDUCATIONAL REQUIREMENTS:

High School Diploma and equivalent.

**POSITION DESCRIPTION:** Candidate is responsible for processing Disciplinary actions that are submitted to the HR office for approval. Includes coordinating all labor issues with existing labor contracts. This will include associated grievance proceedings, incident investigations, disciplinary meetings, and terminations when necessary. This position is also responsible for coordination of the Unemployment Compensation program. This will include

completion of associated paperwork and attendance at UC Hearings. This position will also assist the Director of Human Resources with interpretation and enforcement of company policy. Other duties may be assigned as needed.