

Associate Employee Relations Representative

Port Authority is seeking an Associate Employee Relations Representative to provide labor analysis and technical support to the Employee Relations Department by maintaining and administering the grievance tracking and corrective action database. Generates reports, analyze, interpret data and provide recommendations. Conducts discipline and grievance hearings to ensure consistent, system-wide adherence and applications. Assists in interpreting and administering Collective Bargaining Agreements, company policies and procedures. Represents Port Authority in various legal proceedings.

Essential Functions:

- Utilizes PeopleSoft HRMS to perform the following:
 - Enter, update and maintain discipline, grievance and terminations
 - Prepare, update and maintain department records
- Collects, enters, maintains, analyzes, interprets, and distributes data and information from a wide variety of internal and external sources regarding issues related to all Collective Bargaining Agreements.
- Provides statistical analysis of trends of employee grievances and disciplinary activity. Prepares quarterly and annual statistical reports of types and frequency of actions taken concerning grievance, discipline, arbitration, and related labor relations activities in order to identify problem areas.

Job requirements include:

- High School Diploma or GED.
- BA/BS degree in Industrial Relations/Labor Relations, Human Resource Management, Business Administration or related field from an accredited school. Experience may be substituted for education on a year-for-year basis.
- Minimum of three (3) years Human Resource experience, with a minimum of one (1) year employee or labor relations experience.
- Demonstrated level of experience in Windows, Microsoft Word, Excel and PowerPoint.
- Professional and effective oral, written, and interpersonal communication skills.
- Exceptional organization skills.

Preferred attributes:

- Oracle/PeopleSoft experience.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

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EOE