

Employee Relations Partner

Full-time employment opportunity with a dynamic and multi-faceted resource for economic development in the St. Louis region.

About Us

Since 1950, we have partnered with private and public organizations on hundreds of projects that have created thousands of jobs on both sides of the Mississippi River.

BSD operates with a focus on making a positive impact on the region and the nation, better connecting the Bi-State area to the rest of the world. We are impacting neighborhoods, large and small, in Illinois and in Missouri, with investments that are shaped by our unique perspective of the region and its potential.

Why Work Here

- Work for a company that strives to make a positive impact in the region
- Earn competitive salary
- Gym Discounts with Club Fitness and OneLife Fitness at Ballpark Village
- 24 hour access to our 9 onsite gyms
- Wellness program that provides free health screenings
- Discounted Cell Phone service
- Free MetroLink and MetroBus access
- Medical, Dental, Vision coverage effective on your 1st day
- 4 weeks earned PTO
- Your Birthday is a floating holiday
- Company sponsored 401k plan
- Employee assistance program
- Bi-State Development is an eligible employer for the Public Service Student Loan Forgiveness program

The Role

Responsible for administering and implementing human resource programs and policies. Responsible for performing HR-related duties on a professional level and works closely with the Sr. Director of Human Resources in supporting designated areas of the business, overall business objectives, and strategic goals. This position has responsibilities in the following areas, employee relations, performance management, policy implementation, and employment law.

Responsibilities

Leadership

- Administer and implement HR function and performance
- Build and maintain partnerships with business partners at all levels
- Manage HR projects; participate in agency-wide task-forces, projects, and/or initiatives as appropriate; serve as agency liaison to support agency initiatives
- Interpret and enforce policies and procedures, and/or develop innovative people-related solutions for business partners.

Employee Relations & Performance

- Provide effective application and interpretation of company HR policies, procedures, practices, and employment law to determine the best course of action to address a variety of issues
- Develop HR policies with regards to Employee Relations
- Facilitate and/or coordinate employee and management training on HR-related topics
- Recommend employee related practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation
- Work directly with department managers to assist them in employee relations, coaching, counseling, performance management, and documentation
- Conduct employee investigations and investigate escalated employee issues, including assigned Ethics Point reports
- Administer the performance management process to ensure quality reviews and driving employee development, employee engagement, and a performance-driven culture

Employment Law

- Protects interest of employees and the agency in accordance with agency Human Resource policies and governmental laws and regulations
- Knowledge of and complies with all existing governmental, legal, and government reporting requirements including any relating to EEO, ADA, FMLA, FTA, and the Department of Labor

Knowledge, Skills, & Abilities

- Self-starter; able to act independently, often without much direction
- Good listener; asks effective questions; stays present; unbiased - able to listen to both sides of a situation and use good judgment
- Strong written and verbal communication skills
- Analytical, problem solving, and organizational skills
- Collaboration: builds partnerships and works with others to meet shared objectives
- Demonstrates Emotional Intelligence and Social Intelligence
- Results-oriented: consistently achieves results, even under difficult circumstances
- Continuous learner and open-minded; flexible
- Effectively work with all levels of the organization
- Discretion and good judgement exercised regarding confidential information

Work Environment

Position will be in an office with a controlled atmosphere and minimal physical requirements. Hybrid schedule is available. Position requires willingness to work a flexible schedule. Local travel may be required.

Education

Degree: Bachelor's Degree in Human Resources or a related field required. HR Certification preferred

Field: Human Resources or related field

Experience

Years: A minimum of 5 years

Field: Human Resources or related field. Experience with union and non-union workforce a plus

Bi-State Development is committed to providing an Equal Employment Opportunity experience for all employees, applicants, vendors and customers with an environment free of discrimination, harassment, and retaliation.