# NOTICE OF JOB VACANCY

## Position: Employee Relations and Benefits Manager

**Office of Human Resources**

**Class Code: AG15/Human Resources Manager II**

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**Starting Salary:** $36,840 minimum per year; qualifications and funding will determine actual salary

**Vacancy:** #33/12

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### Minimum Training and Experience:

A bachelor's degree in human resources, business or related field and at least three years of experience managing the employee relations functions in a human resources department required. Significant experience managing a benefits functional area; considerable knowledge of South Carolina Human Resources Regulations, including the grievance process; considerable experience with the investigation of sexual harassment and unlawful discrimination claims; considerable knowledge of and experience administering/managing programs, policies, and processes related to all federal and SC state HR laws, regulations and programs; including EEO related, Title IX, FMLA, ADA, and Workers’ Compensation; considerable knowledge of the programs offered by and experience working with the South Carolina Employee Insurance Program and the South Carolina Retirement Systems; experience supervising employees; experience managing employee records and with an electronic document imaging system; and HR-related work experience in an institution of higher education highly preferred.

### Knowledge, Skills and Abilities:

Considerable knowledge of principles and practices of human resources management. Knowledge of HR legal, regulatory and compliance issues related to employee relations, benefits and employee records. Ability to evaluate policies and processes and to discern the need for change. Effective analytical skills. Ability to work with attention to detail and accuracy. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with administrators, faculty, staff, colleagues and the general public.

### Major Duties:

Reporting to the Associate Vice President for Human Resources, oversees the employee relations, benefits and employee records functions of the HR office. Provides guidance to management, supervisors and employees in seeking solutions to performance, disciplinary, and other employee relations issues; responsible for hearing and investigating employee complaints regarding sexual harassment and unlawful discrimination. Manages the benefits area. Researches and develops or updates policies, procedures, processes and programs to comply with benefits related laws/regs and develops and delivers related communications and/or training. Supervises staff responsible for benefits, including hiring, training, coaching, counseling and evaluation. Manages employee records; Develops processes, procedures, and policies regarding the maintenance of employee records. Performs other related duties as required.

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To apply, access [www.jobs.sc.gov](http://www.jobs.sc.gov) to submit an on-line application no later than February 17, 2012.

Winthrop University is an Equal Opportunity Employer.