

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Employee Relations Coordinator

QUALIFICATIONS:

- A. Bachelor's Degree in human resources, business administration, or a related field required; five (5) years equivalent experience preferred.
- B. Prior experience working in human resources in the public school system preferred.
- C. Ability to use effective interviewing, coaching, and evaluation techniques.
- D. Ability to analyze facts and to exercise a high degree of independent judgment in arriving at conclusions.
- E. Strong verbal, written, analytical, and interpersonal skills, including the ability to work effectively and collaborate with administrative, instructional, and support personnel.
- F. Proven ability to be detail-oriented.
- G. Ability to handle multiple tasks and to organize and prioritize work to meet all deadlines.
- H. Possess personal characteristics indicative of maturity, flexibility, tactfulness, and cooperation.
- I. Demonstrated commitment to handling sensitive information with the highest level of confidentiality.
- J. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Director of Human Resources, Office of Human Resources

POSITION GOAL:

Responsible for analyzing and investigating allegations of violations of Berks County Intermediate Unit's policy concerning harassment, sexual harassment, discrimination, and/or retaliation; assisting in developing training programs; conducting training for employees in the areas of harassment, sexual harassment, discrimination, and/or retaliation and as requested, assisting with the investigation and research in response to allegations filed with governmental agencies against the Berks County Intermediate Unit.

PERFORMANCE AND ADMINISTRATION RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Conduct investigations concerning violations of policy, discrimination, harassment, sexual misconduct, and employee complaints, misconduct and performance, violations of Pennsylvania's Code of Professional Practice and Conduct for Educators, and other violations of law directly related to the employee/employer relationship to ensure fair and equitable due process for employees and a timely, reasonable, and consistent resolution of such.
- B. Conduct Title IX investigations related to students and employees.
- C. Research, investigate, and respond to Equal Employment Opportunity Commission and Pennsylvania Human Relations Commission charges and requests for information.

- D. Provide assistance to administrators in matters related to employee evaluation, performance concerns, and behavioral concerns.
- E. Assist in the preparation and delivery of employee performance documentation and employee behavior concern documentation.
- F. Create extensive and detailed reports relating to employment-related complaints.
- G. Implement employee relations best practices to establish a positive working relationship and promote a high level of morale.
- H. Locate and interview complainants, witnesses, respondents, and other relevant parties through various investigative strategies and techniques.
- I. Recommend corrective/disciplinary action.
- J. Engage in continual practice of clarifying internal policies and procedures contributing to the overall morale, safety, and job satisfaction of the workforce.
- K. Recommend and implement resolutions through the progressive disciplinary process.
- L. Investigate and gather information needed for responding to employee grievances and complaints.
- M. Maintain documentation of all employee relations inquiries and investigations.
- N. Assist in the development and updating of employee training programs regarding harassment, sexual harassment, discrimination, and/or retaliation.
- O. Support the Director of Human Resources in ensuring human resources practices/policies are in compliance with federal and state statutes.
- P. Serve as a liaison between the Berks County Intermediate Unit and outside investigatory agencies including Equal Employment Opportunity Commission, Pennsylvania Human Relations Commission, Children and Youth Services, law enforcement agencies, and governmental entities.
- Q. Investigate and respond to unemployment compensation requests for information/employment verifications and represent the Berks County Intermediate Unit at unemployment compensation hearings as needed.
- R. Facilitate regular onboarding check-ins with newly hired employees to ensure smooth integration, address questions, and support early engagement and success.
- S. Conduct stay interviews with employees to gather feedback, identify engagement drivers, and support retention strategies.
- T. Assist with recruiting and staffing activities, including representing the organization at career fairs, hiring events, and other talent-acquisition outreach initiatives.
- U. Maintain a working knowledge of all federal and state statutes regarding public employees and federal employment regulations.
- V. Attend and testify at depositions, trials, or other court functions as required.
- W. Perform other job-related duties as required or assigned by the Office of Human Resources' Management team.

TERM OF EMPLOYMENT:

Exempt, Full-time, Twelve months/year. Salary established by the Intermediate Unit Board of Directors per the Compensation and Benefits Plan for Technology and Support Services staff, SRI 11.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Created: January 21, 2022

Revised: March 18, 2026

CC: Employee File