

Role: Employment Lawyer: Employee Relations Manager/Employment Counseling & Advisory

Location: Chicago

Reports to: Rachel F. Barner

Role Summary:

The Employee Relations Manager/Employment Counseling Lawyer will be a member of the Employee Relations team that sits within the Legal Department, reporting to the Chief Employment Counsel. The role includes advising on all aspects of complex employee concerns, performance management issues, policy violations and interpretation, and investigation of employee complaints and/or conflicts, as well as training on HR issues and drafting HR policies and programs. This role is expected to address issues with a bias towards systematic and proactive solutions, and enhance employee engagement and productivity, by identifying key issues, trends and risk in partnership with Human Resources, Legal and Business Leaders.

Key Competencies

- Ability to comprehend, analyze and resolve complex employee problems and effectively communicate rationale with key stakeholders, while remaining sensitive to employee concerns and adapting to different, sometimes conflicting stakeholder needs
- Possesses good judgment, strong problem solving, conflict resolution and decision making skills
- Works well with employees at all levels of the organization
- Possesses strong written and verbal communication skills
- Possesses strong analytic skills

Key Responsibilities:

- Advise on all U.S. based employment laws including but not limited to, ADA, FMLA, Title VII, Wage & Hour, local discrimination/harassment laws, Leave laws; as well as the application of the Fair Labor Standards Act, Labor Management Relations Act and other federal and state legislation
- Assist in the creation, administration and implementation of the organization's policies and HR/ER programs, policies and procedures.
- Partner with the business teams to investigate employment concerns, mediate workplace conflicts, and prepare and coordinate disciplinary actions.
- Provide consultation, guidance and coaching to address employee behavior and performance concerns, and provide guidance and assist with the development and delivery of appropriate feedback or corrective/disciplinary actions.
- Resolve issues by applying relevant employment laws, policies, past practices and/or best practices.
- Create and provide training on various employment law issues

Education and Experience Requirements:

- Law degree required
- Experience as an in-house lawyer preferred but not required
- Minimum of 5 years practicing employment law
- Proficient knowledge of employment, wage and hour, employee leave, EEO and NLRB laws and regulations
- Demonstrate proficient computer skills in Excel and PowerPoint

Senior