

DUTIES DESCRIPTION RECORD

DDR. 10-17124

Department Position Title	INDUSTRIAL RELATIONS INTERN	Position Grade	24
System		Position Code	2.25
Division	INDUSTRIAL RELATIONS	Number of Positions	

Summary Duties

In a training capacity, assists the Industrial Relations staff in implementing and maintaining various personnel programs including affirmative action, employee development, employee grievance, recruitment and placement; assists in compiling and analyzing information concerning Department personnel policies and practices; prepares memoranda, letters, records and reports; and performs related duties.

Illustrative Duties

In a training capacity, assists the Industrial Relations staff in implementing and maintaining various personnel programs including affirmative action, employee development, employee grievance, recruitment and placement; assists professional staff to investigate discrimination complaints and employee grievances and prepares reports regarding findings; attends meetings with employee groups and members of Department management to assist professional and management staff to resolve problems; assists in the recruiting and placement of applicants by interviewing candidates to determine their qualifications for employment and to explain Department policies and procedures.

Assists professional staff in preparing and presenting employee training programs, gathers information for employee development programs by interviewing supervisors and employees; prepares reports, letters and memoranda concerning training and various personnel programs.