



Summer Internship Program May 28, 2019 - August 9, 2019 External Employer Job Description

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| Employer: | City of Cleveland - Department of Public Works, Administration |
| Assignment Address: | Public Auditorium - 500 Lakeside Ave. Cleveland, Ohio 44114 |
| Job Category: | Business Human Resources |
| Number of Openings: | 1 |
| Work Schedule/Hours: | Flexible |
| Internship Duration: | 10 weeks |
| Internship Dates: | May 28 – August 9, 2019 |

Company Profile:

The Department of Public Works Labor directs and controls eight divisions within the City of Cleveland. The intern will assist with various projects throughout the assignment, including, but not limited to: improvements to the implementation of the City of Cleveland's progressive discipline policy, investigative processes & employee relations initiatives as well as developing the design and construct of a departmental grievance tracking log. The Employee & Labor Relations Intern will also serve as a liaison to stakeholders in employment and labor relations (ELR) matters requiring Human Resources actions or inputs. Performance of other duties of a similar nature may be required.

Job Responsibilities:

- Analyze data, recommend efficiencies and improvements to the investigative & progressive discipline processes.
- Manage grievance and discipline tracking catalogs.
- Assists the Labor Relations liaison with drafting responses to grievances.
- Review, write and edit Standard Operating Procedures (SOPs).
- Attend ELR interviews to create and maintain supporting documentation.
- Work with stakeholders to identify and develop ELR policies.
- Assist with the development of positive work relationships with internal and external stakeholders.
- Analyze processes for offering ELR advice to stakeholders and make improvement recommendations.

Required Qualifications:

- Presently enrolled in an associates program in Business Management/Business Administration; Concentration: Human Resources Management, Employee Labor Relations, or a closely related field.
- Possesses a serious understanding of confidentiality and data protection.
- Well organized student professional with a great respect for file management and maintenance
- An intermediate understanding of Excel and the ability to pick up technology quickly (such as ADP Enterprise & Reporting); skilled in computers and detail-oriented.
- Proficient in Microsoft office suites.
- Proven adept ability in written and person-to-person communications with all employees and members of management.