

**MEMPHIS LIGHT, GAS & WATER DIVISION**  
**[www.mlgw.com/jobs](http://www.mlgw.com/jobs)**

**OPENING DATE: AUGUST 17, 2021**  
**CLOSING DATE: SEPTEMBER 17, 2021**

**JOB TITLE: Labor Engagement Diversity Inclusion Specialist 1**

**Duties:** Apply entry professional level work to assist employees and leadership in the resolution of work-related issues and problems by providing advice in compliance with applicable policies and procedures. Coordinate grievances and administrative procedures; provide guidance on administration of the disciplinary procedure and process and interpret the collective bargaining agreements on behalf of the Division; prepare data/facts for mediation/arbitration hearings; and investigate employee complaints and initiate appropriate corrective action in concert with the Manager, Labor Engagement, Diversity and Inclusion.

Bachelor's degree in Business Administration with a major in Human Resources, Industrial Relations, Juris Doctorate degree, or related area. Must have 0-2 years professional experience in labor relations or employment law related matters. Must have computer software skills in word processing, presentation and spreadsheets. Must have a valid driver's license in state of residence.

Works inside majority of time. Subject to hazards associated with traveling to meetings. **May be required to work overtime.**

**CANDIDATES ACCEPTING EMPLOYMENT WITH MLGW MUST LIVE AND MAINTAIN THEIR RESIDENCE WITHIN THE BOUNDARIES OF SHELBY COUNTY, TENNESSEE WITHIN SIX MONTHS OF THEIR EMPLOYMENT DATE.**  
EOE M/F/D/V

**TO APPLY FOR THIS JOB GO TO:**  
**[www.mlgw.com/jobs](http://www.mlgw.com/jobs)**