Position Title: Employee Relations Specialist - Human Resources  
Prepared Date: 01/19/2022

JOB GOAL:
This position exists to assist and advise in all phases of employee relations and human resource functions involving certified staff and educational support personnel (ESP).

TERMS OF EMPLOYMENT:
Twelve (12) month (245 days) contract, Pay 802 Grade 24, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. FLSA: Non-Exempt

QUALIFICATIONS:
1. Master’s degree and three years’ related experience. Supervisory and teaching experience mandatory.
2. Must have experience as a building level administrator.
3. Considerable knowledge of school district personnel and administration systems.
4. Considerable knowledge of modern office practices and procedures including exceptional computer skills.
5. Considerable knowledge of employee relations problems and procedures for handling those problems.
6. Ability to prepare and maintain complex records and reports.
7. Ability to express oneself effectively, orally and in writing.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assists the Directors of Human Resources in all activities involving employee problems and collective bargaining to include scheduling negotiation sessions, drafting and producing proposals and counter proposals for negotiations, and researching files and materials relating to contract administration.

2. Advises Superintendent, Deputy Superintendent, and CFO in resolution of employee relations’ issues. Assists principals to investigate disciplinary concerns and determine appropriate
management reactions. Works with Principals to monitor certified staff. Takes corrective action as indicated.

3. Conducts employee complaint and grievance hearings. Interprets written labor agreements for practical application concerning unionized staff. May serve as a member of management team for union negotiations.

4. Participates in in-service/training of administration and staff. Assists in training management in interviewing, hiring, terminations, promotions, performance review, and sexual harassment prevention.


6. Consults with legal counsel as appropriate.

7. Keeps records and completes routine reports regarding employee relations.

8. Assists in advising employees on the interpretation of collective bargaining language and school board policies relating to terms and conditions of employment.

9. Assists in the preparation of documents, case material and other data for dismissal hearings, special master hearings, and arbitration hearing. Maintains files and records regarding employee relations.

10. Completes special projects as assigned.

11. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.