

DIRECTOR OF LABOR RELATIONS

DEFINITION

Under the direction of the Assistant Superintendent, Human Resources, administer the labor relations function of the District, act as the District's representative in meeting and negotiating with all bargaining representatives, and employee groups to recommend and administer the District employee relations policies and procedures, and perform other related duties as assigned.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below as indicated with (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the principal job elements including, but not limited to:

Represents the District as chief negotiator in contract negotiations in matters pertaining to the full scope of collective bargaining. (E)

Establish and maintain cooperative and effective working relationships with bargaining units and others. (E)

Develop and recommend objectives and strategies for employee relations and collective bargaining. (E)

Maintain documentation and records for employee relation agreements, activities, and collective bargaining.

Assist in the preparation of policy and regulations agreed upon in negotiations.

Analyze and prepare Collective Bargaining Agreements, Side Letters, Memorandums of Understanding, and/or Mediation or Grievance Agreement language. (E)

Update, revise, and negotiate job descriptions and HR policies and procedures. (E)

Develop and implement in-service training in employee relations and grievance procedures.

Serve as the district grievance officer; and maintain records of grievance proceedings. (E)

Oversee the logging, monitoring and responding to complaints including, but not limited to, grievances, arbitration, EEOC, DFEH, unfair practice charges, other claims and requests for information. (E)

Analyze, interpret and apply collective bargaining agreements, statute, case law, Board Policy and any other applicable procedures and practices. (E)

Regularly meet with labor relations representatives to evaluate and resolve concerns. (E)

Assist and consult with management and employees regarding inquiries related to the administration of contracts. (E)

Confer and strategize with the Assistant Superintendent of Human Resources to ensure calibration of negotiation strategies.

Carefully follow the detailed direction of the Assistant Superintendent during negotiation sessions. (E)

Ensure all proposals or agreements have been pre-approved by the Assistant Superintendent of Human Resources.

Ensure any monetary proposals are pre-vetted by the Chief Business officer. **(E)**

Prepare and submit Board Agenda items in a timely manner with accuracy. **(E)**

Participate in closed-session briefings of the Board of Education to receive guidance and parameters as appropriate. **(E)**

Advise management staff on employee relation matters including statutory requirements, implications, labor relations trends and current techniques, best practices and methodologies.

Maintain documentation and records for employee relation agreements, activities, and collective bargaining.

Assist in the final preparation of policy and regulations agreed upon in negotiations.

Provide updates as appropriate regarding collective bargaining.

Oversee the permission and monitoring of release time for bargaining unit members.

Conducting, analyzing and applying research as required.

Prepare a variety of written and oral reports, and studies.

Oversee the maintenance of confidential files for the Human Resources Department. **(E)**

Train, supervise and evaluate assigned staff. **(E)**

Maintain professional conduct and demeanor at all times. **(E)**

Perform other related duties as assigned. **(E)**

QUALIFICATIONS

Knowledge of:

- Principles and practices of collective bargaining; collective bargaining planning, coordination and administration.
- Federal, state and district laws, rules, codes and regulations pertaining to personnel administration and employer-employee relations including equal employment opportunity.
- Grievance procedures including arbitration.
- School district policies and regulations.
- School district organization and operations.
- Strong oral and written communication skills.
- Benefits packages and compensation options.
- Laws, rules and regulations governing public school layoff procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of computer equipment and assigned software.

Ability to:

- Maintain and coordinate effective relationships with management and employees organizations
- Work with grievance procedures including arbitration
- Communicate effectively verbally and in writing. Coordinate communications between management, bargaining units and staff.
- Negotiate with a variety of employee organizations.
- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Analyze the needs of the District and develop collective bargaining proposals.
- Facilitate or otherwise resolve employee organization issues.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Meet schedules and timelines. Plan and organize work accordingly.
- Work independently with little direction
- Maintain consistent, punctual and regular attendance
- Hear and speak to exchange information and make presentations.
- See to read a variety of materials.
- Move hands and fingers to operate a computer keyboard.
- Analyze situations accurately and adopt an effective course of action.

Working Conditions:

- Office Environment with long periods of sitting and talking.
- Travel to District sites as necessary for various situations, such as meetings, negotiation sessions, and investigations of working conditions.
- Stay for late negotiation sessions, district sub-committee meetings, and board meetings as assigned.

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials for long periods of time.
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bend at the waist.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Reach overhead, above the shoulders, and horizontally, grasp, push/pull.

Education and Experience:

Any combination equivalent to:

- Bachelors required, Masters preferred
- Five (5) years of experience working in school districts in a leadership role overseeing employees that belong to bargaining units required.
- Experience resolving grievances and serving in negotiation teams is required.

License and Certificate:

- Possession of an Administrative Services Credential, required
- Possession of a valid California driver's license.

SALARY PLACEMENT

MANAGEMENT Tier 7 Range 2
12-Month Work Year

Board Approval: 06/25/2024