

SCHOOL DISTRICT OF ALACHUA COUNTY

MANAGER -- EMPLOYEE RELATIONS

JOB DESCRIPTION

JOB CODE:	773301	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	29
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution;
- (2) Minimum of five (5) years experience in labor negotiations, Human Resources legal compliance, employee relations, and personnel administration, K-12 administration or instruction; or
- (3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of labor relations, collective bargaining, and federal/Florida law as it pertains to personnel administration. Extensive knowledge of traditional and interest-based negotiations and collective bargaining procedures; experience drafting and writing contract language. Effective decision-making ability within the framework of District policies, procedures and collective bargaining agreements. Skill in researching complex issues and developing recommended actions. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to plan, supervise, organize, schedule and problem-solve. Ability to promote positive working relationships among and between district and school-based personnel. Ability to facilitate dispute resolution, contract interpretation, and grievance/arbitration process. Ability to plan and organize the work of others; ability to delegate; ability to manage project/activity deadlines of self and others. Thorough knowledge of employee classification, compensation and benefits. Excellent verbal, written, and public communication skills.

REPORTS TO:

Superintendent, Assistant -- Human Resources

JOB GOAL

To effectively manage the implementation of policies and programs pertaining to employee and labor relations, collective bargaining agreements, employee discipline and contract maintenance.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Assists in the planning, organization, and administration of employee and labor relations policies and programs.
- *(2) Manage the daily operations of the Employee Relations Department.

MANAGER -- EMPLOYEE RELATIONS (Continued)

- * (3) Assist the Chief Negotiator with the collective bargaining process, including language development and document preparation for Board ratification, for both the teacher and education support professional contracts.
- * (4) Assist in formulating, developing and implementing procedures to comply with rules and policies adopted by the School Board that are related to collective bargaining.
- * (5) Administer the employee grievance procedure adopted by the School Board, and assist the superintendent in cases appealed to the district level through arbitration.
- * (6) Provide contract maintenance training and interpretation of collective bargaining agreements to administrators and supervisors.
- * (7) Manage process for employee termination for cause and probationary employee separations from service.
- * (8) Coordinate the investigative process; conduct investigations; prepare investigative report; advise administration on investigative results.
- * (9) Serve as liaison between the District and the Professional Practices Office, Florida Department of Education in reporting educators.
- * (10) Research and draft responses to FCHR, EEOC and other third party charges.
- * (11) Administer the District's Drug Free Workplace compliance and random drug testing for OTETA; serve as liaison between the district and the drug laboratories; refer employees for rehabilitation and assistance in accordance with policy.
- * (12) Coordinate the District's Sick Leave Bank Program.
- * (13) Serve on District's Insurance Committee; Provide health fair program leadership to ensure effective coordination of biometric screenings, member health counseling and external vendor management of District Health Fair(s); facilitate activities of the District's Employee Wellness Sub-Committee.
- * (15) Advise supervisory personnel/employees in the resolution of sensitive employee relations problems; investigate, counsel and mediate disputes.
- * (16) Keep informed and disseminate information about current research trends and best practices in areas of responsibility.
- * (17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (18) Adhere to applicable safety standards.
- * (19) Attend all staff meetings and workshops.
- * (20) Assist with maintaining a clean and orderly environment.
- * (21) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (22) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (23) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (24) Demonstrate initiative in the performance of assigned responsibilities.
- * (25) Demonstrate support for the school district and its goals and priorities.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Follow attendance, punctuality and proper dress rules.
- * (28) Maintain confidentiality regarding school/workplace matters.
- * (29) Maintain expertise in assigned area.
- * (30) Manage time efficiently.
- * (31) Model and maintain high ethical standards.
- * (32) Participate in cross-training activities as required.

MANAGER -- EMPLOYEE RELATIONS (Continued)

- *(33) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(34) Represent the District in a positive and professional manner.
- *(35) Respond to inquiries and concerns in a timely manner.
- *(36) Prepare all required reports and maintain updated and accurate records.
- *(37) Perform other duties as assigned.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted 10/19/10