

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

02/19	<u>DIRECTOR OF EMPLOYEE AND LABOR RELATIONS</u>	3.11.3
Effective Date	Job Title	Index

1. PRIMARY FUNCTION

The Employee and Labor Relations Director, in support of the district Superintendent and Executive Director of Human Resources, develops and implements employee and labor management practices which contribute to a fair, respectful, diverse, and performance-focused organizational culture.

2. RESPONSIBILITIES - Include but are not limited to:

Labor Relations:

- 2.01 Performs research regarding collective bargaining agreements in support of Salem-Keizer's bargaining strategy, which includes benchmarking past practices and analyzing collective bargaining agreement requirements; provides contract interpretation and creation of contract language for new agreements.
- 2.02 Serves as the subject matter expert to counsel departments and managers on labor relations issues.
- 2.03 Partners with various schools and District leaders to determine operating objectives and evaluates risks and benefits when executing policies, procedures and negotiated agreement changes; and works with legal counsel to mitigate risk and manage legal proceedings.
- 2.04 Develops and implements processes and procedures to develop institutional knowledge regarding existing collective bargaining agreements; develops materials and provides training on collective bargaining agreements.
- 2.05 Conducts, trains managers in, and oversees employee investigations.
- 2.06 Minimizes unresolved grievances and promotes productive labor relations.

Employee Relations:

- 2.07 Manages local efforts at the direction of counsel related to employment litigation and government agency charges.
- 2.08 Manages communication of potential employment litigation and/or risks to counsel and obtains legal counsel on employment matters as needed.
- 2.09 Provides advice and counsel regarding leave administration, e.g., FMLA, OFLA, and compliance with the Americans with Disability Act and the requirements under this law, e.g., the interactive process.
- 2.10 Handle all facets of employee relations, including investigations and resolutions to employment disputes. Provides guidance regarding and/or create and maintain accurate documentation of investigations or other employment or labor matters.
- 2.11 Provide guidance regarding layoffs, terminations, or corrective action. Must facilitate sound and consistent employee and labor relations decisions.
- 2.12 Research trends and practices in labor/employee relations, and recommend programs that will enhance employee and labor relations at the District; research and craft new policies for approval.

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- 2.13 Act as an objective and confidential intermediary for employees and supervisors. Participate in conflict resolution, mediation facilitation, problem solving, and negotiation with/between supervisors and employees.
- 2.14 Provide direct services to client groups as assigned. Act as a resource to managers, supervisors, and employees to interpret policies, procedures, and the collective bargaining agreement.
- 2.15 Design and deliver training for employees, supervisors, managers, and local human resource managers pertaining to employee relations and related compliance (e.g., training concerning policies, procedures, collective bargaining agreements, and/or applicable state and federal legal requirements).

Other:

- 2.16 Serves as an active member of the Human Resources department leadership team and assists in the implementation of department initiatives.
- 2.17 Communicates with Human Resources department members to evaluate the impact of potential employee or labor relations decisions and communicates finalized decisions to ensure their application.
- 2.18 Supervise, train, and evaluate activities of assigned HR staff.
- 2.19 Performs other duties as assigned.

3. KNOWLEDGE, SKILLS, AND ABILITIES

- 3.01 Extensive experience leading contract negotiations for a public institution using both traditional and interest-based bargaining formats.
- 3.02 Extensive knowledge regarding employee and labor relations, the Public Employee Collective Bargaining Act (PECBA), Employee Relations Board (ERB), and state and federal employment laws.
- 3.03 Demonstrated experience with mediation and other dispute resolution systems and techniques. Experience managing a dispute resolution program or grievance program.
- 3.04 Excellent coaching skills regarding employee and labor relations.
- 3.05 Ability to work independently with minimal supervision in a team-based environment.
- 3.06 Demonstrated experience managing collective bargaining agreements. Experience with interest-based and traditional negotiations and problem solving strongly preferred.
- 3.07 Strong interpersonal, verbal, and written communications skills.
- 3.08 Project management skills in a multiple location environment.
- 3.09 Ability to handle confidential and sensitive matters.
- 3.10 Proven competency in using computerized systems for word processing, spreadsheet applications, and databases to retrieve and analyze data and/or create reports.
- 3.11 Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

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4. MINIMUM QUALIFICATIONS

Bachelor's degree in human resources management, labor law, organizational behavior or other related field and seven years of relevant experience, or a combination of education and relevant experience.

5. SALARY LEVEL: Grade 211A

6. PHYSICAL REQUIREMENTS

- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone, and grasp lightly/fine manipulation.
- Occasionally twist/bend/stoop/squat, reach/work above shoulders, grasp forcefully, lift/carry/push/pull objects that weigh up to 10 pounds, writing by hand, sort/file paperwork.
- Rarely kneel/crawl.
- Consistent with its obligations under the law, the District will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.

7. WORKING CONDITIONS

Travel to schools and departments, occasional out of town travel.