

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/21	Employee Relations Specialist	C4.5
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DEFINITION

To perform a variety of confidential duties related to tracking, processing, researching, investigating and monitoring complaints, grievances, tort claims, and other disputes or adverse actions brought against the District involving administrative, licensed and classified employees, and to maintain bargaining notes and records. To assist the Director of Employee and Labor Relations in an administrative and professional capacity.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. Methods of performing tasks are the responsibility of the employee so long as performed within established policies or prescribed by rules and regulations and that work is reviewed only periodically to assure conformance and to measure results.

Responsibilities:

Evaluates and responds to employment related concerns and advise administrators on appropriate course of action; ensure compliance with State and Federal laws, District policies, and collective bargaining agreements.

Conducts or leads employee investigations and complaints; evaluate evidence and/or information and determine appropriate course of action.

Sets up and track permanent District files for all complaints, grievances, tort claims, disputes and related actions which are processed through the Human Resources department. Informs relevant District staff of all such actions as they arise.

Establishes methods and processes for monitoring and tracking issues consistent with timelines set by District policy and rules, collective bargaining provisions and state and federal laws.

Serves as a clearinghouse for information pertaining to all such issues as listed above.

Schedules and may attend meetings, conferences, for District administrative personnel with employees and/or their representatives, agents, attorneys and other interested parties.

Collaborates with assigned administrative staff in assembling information, investigating, collecting data and preparing written responses and other records.

Researches questions concerning contract provisions, District policies, State and Federal laws, and past practices.

Organizes case file materials in a meaningful, logical and accessible manner.

Tracks all case file movement and keeps responsible staff apprised of developments.

Tracks timelines for processes, including, but not limited to, grievances and collective bargaining.

Creates and maintains a data base of relevant information which pertains to all such issues and which is easily accessible for research and historical purposes. Creates reports related to this data as required by the District.

Assists the Director in preparing for bargaining sessions and labor management meetings and maintains notes and contract files.

Attends work regularly and is punctual.

Other responsibilities as assigned.

Knowledge of:

Principles and practices of dispute resolution, time management, and problem solving.

Principles and practices of management, research, work organization, and simplification.

Standard English grammar and rules of composition; contract and business writing.

Microsoft Office Suite

Pertinent policies, procedures, rules, regulations, and other provisions affecting assigned area of responsibility.

State and Federal employment law including but not limited to, Family Medical Leave Act (FMLA/OFLA), American Disabilities Act (ADA), and the Public Employees Collective Bargaining Act (PECBA)

General principles of public employment and associated employment practices

Ability to:

Develop and maintain a positive, effective working relationship with employee unions

Maintain confidentiality

Have difficult conversations with a diverse group of individuals regarding sensitive subject matters

Work independently

Research, compile and analyze complex technical information and to prepare narrative documents and statistical reports.

Exercise independent judgment in making technical and procedural decisions regarding work organization and assignment, work methods and work product.

Plan, organize and direct the flow of a large volume of work involving substantial District interests.

Analyze and resolve technical questions and procedural problems and develop and implement plans and procedures.

Develop and maintain procedural systems and controls.

Evaluate and establish work priorities and prioritize assignments with competing deadlines.

Work effectively with individuals and groups whose interests differ markedly from District interests.

Operate a computer and sophisticated software applications to enter, revise and retrieve information and formulate methods of collecting and presenting information.

Communicate clearly and concisely, both orally and in writing.

Travel to District locations as needed.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible analytical and technical program support experience, preferably in a human resources, legal or dispute resolution setting.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, human resources management, public administration, legal, education or a related field.

Work Environment:

Climate controlled office setting with exposure to minimal to moderate noise intensity levels depending on work location.

Moderate to high level of contact with district personnel and outside agencies/community depending on job assignment.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.