



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	CONSULTANT EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8611
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides specialized expertise regarding hiring labor-management and employee relations to all Principals, managers and supervisors including personnel records, employee development, evaluation, coaching, performance, corrective action, non-renewal of limited contracts and advice on employee discipline, including development of a process to deal effectively with employee/labor relations. Assists with union contract administration/interpretation and grievance/complaint processing and preparation of necessary documents/data concerning grievances, mediations, reassignments and unemployment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists in preparing and conducting research for labor-management contract negotiations; assists with administrating all provisions of collective bargaining agreements
Provides advice, counsel and expertise to Principals, managers, supervisors, and HR professionals with respect to the interpretation and application of Board policies and practices and collective bargaining agreements; provides expertise and coaching on sound employee and labor relations practices to department leadership that will positively affect operations
Acts as liaison with Principals, managers, supervisors, and HR professionals with regard to employee effectiveness as needed
Monitors, reviews, updates records and provides coaching to Principals, managers, supervisors, and HR professionals relating to evaluations
Develops and conducts formal trainings for Principals, managers, supervisors, and HR professionals regarding employee evaluation, corrective action, non-renewal, supervision techniques, and other employee performance topics
Compiles and retains labor management, employee relations and personnel data and prepares and presents reports and briefings as necessary; prepares spreadsheet, database or presentation software concerning grievances, mediations, and unemployment
Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education
Reviews criminal background records checks and child abuse and neglect checks for new employees as needed
Conducts due process meetings related to findings of criminal background records and child abuse and neglect checks
Reviews applicants in the NADTEC Clearinghouse and checks to see if the applicants were previous employees and reviews those records prior to recommendation for interviewing
Tracks contingency hiring items and ensures receipt of those items within Board policies, procedures, and practices
Provides data to and works with the Local Evaluation Appeals Panel (LEAP) and employee requesting appeal; attends LEAP as observer
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree in Business Administration, Industrial relations, Paralegal studies, Public Administration or related fields
Five (5) years successful experience in Labor Management, Employee Relations, Paralegal, or Human Resources
Effective communication skills

DESIRABLE QUALIFICATIONS
Juris Doctorate (legal degree)
Kentucky law license in good standing with the Kentucky Bar Association
Two (2) years of experience as a practicing attorney
General Knowledge of Kentucky education law and federal employment law
Three (3) year negotiations experience
Experience in a diverse workplace