



NEW:

05/24/2016

JOB TITLE:	EMPLOYEE RELATIONS GENERALIST
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 labor-management and employee relations to all principals, managers, and supervisors including contract administration, grievance/complaint processing, advise on employee discipline and the development of processes to deal effectively with employee/labor relations and performance issues. Prepares spreadsheet, database or presentation software concerning grievances, mediations, 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

Acts as management representative in contract with union officials on all matters pertaining to management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs, and wage and salary adjustments as assigned

Provides advice, counsel and expertise to managers, employees, and HR professionals with respect to the interpretation and application of Board policies and practices. Provides expertise and coaching on sound employee and labor relations practices to department leadership that will positively affect operations

Interprets as needed, collective bargaining agreements and represents management in the settlement of grievances/mediations under established grievance procedures, issuing grievance resolutions and recommending changes to policy and processes to ensure compliance with agreements Acts as management representative as needed, with counsel on preparation and adjudication of arbitrations and mediations

Participates in meetings between labor and management to discuss and attempt to resolve grievances at the lowest level. Communicate and schedule dates for negotiating sessions between JCPS and union representatives.

Compiles and retains labor management and employee relation data and prepares and presents reports and briefings as necessary. Prepares spreadsheet, database or presentation software concerning grievances, mediations, unemployment

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education. Keeps a schedule of upcoming contract expiration dates.

Prepare ground rules for negotiations, contract deviations, proposals, agreed articles, tentative and final collective bargaining agreements, etc. Assist JCPS labor negotiating team in gathering necessary information for document preparation for negotiation sessions. Maintain and update a status document of the collective bargaining agreement (contract) during negotiations, and proof this document against agreed articles for accuracy

Maintain current copies of all JCPS collective bargaining agreements with the labor unions; JCTA, Teamsters, SEIU, Jefferson County Nutrition Assoc, Jefferson County Association of Educational Support Personnel. Maintain current lists of contact information for all the Union personnel and representatives for JCPS

Keep members of the labor team advised of all remaining open articles in the contract that still need to be addressed. Maintain a log as to the status of where our contracts are in the system at any step of the signatory process subsequent to passage of said Collective Bargaining Agreement by the Union

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 experience as a practicing attorney

General Knowledge of Kentucky education law and federal employment law

Three (3) year negotiations experience