



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

JOB TITLE:	DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8437
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, employee development and other employee and labor relations services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the overall activities of the Labor Management and Employee Relations department

Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to Principals, managers and employees with respect to administration of collective bargaining agreements, disciplinary actions, promotions, demotions, transfers, separations, and layoffs; wage and salary adjustments, employee development, employee evaluations, employee coaching, employee performance, corrective action, non-renewal of limited contracts, and other employee related issues

Adjudicates grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups; makes policy and procedure changes, responds to and coordinates all unemployment concerns, issues, and claims

Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the District when assigned

Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database

Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned

Coordinates the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations

Develops and implements formal training for Principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions

Acts as management representative in contact 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

Reports information on behalf of the District and Superintendent of Schools to the Education Professional Standards Board as required by law

Serves on District-wide committees as assigned

Guides the formulation and development of proposal for negotiations with employee organizations and serves on negotiation teams as chief spokesperson for the District when assigned

Responds to and coordinates all unemployment concerns, issues and claims

Oversees management and maintenance of the District employee personnel records in compliance with Board Policy and applicable laws

Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
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
Five (5) years successful experience in Labor Management and Employee Relations
Demonstrated ability in verbal and written communication
Effective communication skills

DESIRABLE QUALIFICATIONS
PHR/SPHR certification
Successful experience in local school administration
Working knowledge of the District's administrative organization and functions
Knowledge of basic principles of research
General Knowledge of Kentucky education law and federal employment law
Experience in a diverse workplace