



REVISED: Submitted:
07/01/2023 06/06/2023

JOB TITLE:	DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE 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, 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, reassignments, and disciplinary actions.
- 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 recommendations related to area of assignment
- 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
- Monitors the adjudication of background checks and serves as the point of contact and monitor for background check training
- 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

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