



NEW: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	CONSULTANT SENIOR EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding hiring, labor-management, and employee relations to all Principals, managers and supervisors. Areas of expertise included personnel records, employee development, advice on employee discipline, and processes 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 effect operations

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 NASDTEC Clearinghouse and checks to determine if the applicants were previous employees and reviews those records prior to recommendation for interviewing

Serves as a contributing member of the Employee Performance Review Committee

Provides training on the collective bargaining agreements and board policies to Employee Relations Consultants and Leaders

Tracks contingency hiring and personnel file items and ensures receipt of those items within Board policies, and procedures

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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

Human Resources or Labor Relations certification (earned within 6 months of assignment in the position)

Three (3) years of negotiations experience

Three (3) years of mediation and/or arbitration experience

Three (3) years of grievance response experience

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

Experience in a diverse workplace