

Job Title:	Director of Employee Relations and Organizational Effectiveness
Grade Level/Terms of Employment:	Grade 133 / 260 days
FLSA Status:	Exempt
Work Location:	Talent Office
Immediate Supervisor:	Chief Talent Officer

General Description:

The Employee Relations and Organizational Effectiveness Department is committed to serving the students of Richmond Public Schools by cultivating a positive and inclusive work environment. The Director of Employee Relations and Organizational Effectiveness provides leadership, direction, and guidance for RPS staff in interpreting and applying labor laws and guidelines, including the Code of Virginia, Virginia Department of Education rules and guidelines, and RPS policies and procedures.

Essential Duties and Responsibilities:

- Facilitates professional development related to performance management, evaluations, and compliance matters
- Develops and implements programs fostering communication and resolution of grievances or complaints
- Leads and coordinates employee grievances and discharge recommendations to the proper resolution
- Ensures that performance assessments are completed for employees in accordance with policy
- Identifies and directs information required for legal requirements and government reporting regulations affecting Talent Office functions
- Collaborates effectively with Talent Office leadership to identify and resolve issues
- Facilitates support for all RPS schools and departments to ensure policy compliance
- Coordinates the department's management of RPS' Health and Safety Plan as related to COVID-19 positive cases and exposures
- Develops and implements a system for disseminating quarterly reports on audits, investigations, and grievance/complaint records
- Evaluates Employee Relations, Organizational Effectiveness, and Risk Management staff effectively by providing regular feedback against department goals and objectives
- Performs other duties as assigned

Qualifications:

- Bachelor's degree required
- Six to nine years of related work experience
- SHRM or HCI certification strongly preferred
- School leadership or equivalent experience strongly preferred
- Outstanding communication and organizational skills
- Proficiency in Microsoft Word, Excel, PowerPoint, and Google Suite
- Bilingual/fluency in Spanish preferred