



JOB DESCRIPTION

Position Code: 384
Management Group: Cabinet
Work Days: 225
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POSITION TITLE: Senior Director, Labor and Employee Relations

DEFINITION: The Senior Director, Labor and Employee Relations represents the Board of Education, the Superintendent of Schools and district management in all aspects of employer/employee relations, including negotiations, contract administration, and representation in various administrative proceedings; provides training in various labor and employment matters.

DIRECTLY RESPONSIBLE TO: Superintendent of Schools

SUPERVISION OVER: Classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Represent the Board of Education, the Superintendent and district management in their relationship with exclusive representatives.
2. Meet and negotiate as chief spokesperson with exclusive representatives and maintains records of same.
3. Provide guidance to the Superintendent and Assistant Superintendent, Human Resources, and other management and supervisory personnel in matters relating to employer/employee relations; recommends who shall be identified as management, bargaining unit and non-represented employees.
4. Work in conjunction with the Board of Education, Superintendent and Assistant Superintendent, Human Resources, as well as other management and supervisory personnel to develop the Board's initial proposals and interest statements for collective bargaining.
5. Coordinate management responsibility for consultation with exclusive representatives; serves as a liaison with employee organizations that are not exclusive representatives.
6. Work with the Human Resources, Benefit and Budget departments on the policy and fiscal ramifications of proposals; work with directors of all departments on program ramifications of collective bargaining proposals and negotiations.
7. Recommend, interpret and administer employee relations policies and procedures; interpret other district policies as they relate to employee relations.
8. Oversee, direct and assist in the final preparation of collective bargaining contracts and agreements reached in negotiations; oversee and direct policy and regulation changes in the area of employer/employee relations.
9. In conjunction with the Human Resources department, develop and implement in-service training regarding employee relations, grievance procedures and employment compliance.
10. Provide information and counsel to management, supervisors and employees related to labor relations and the administration of contracts; meet with Board of Education and management as necessary in order to carry out negotiations and other related functions.
11. Develop and prepare district proposals and counter-proposals with appropriate input from the Board of Education, Superintendent of Schools, legal compliance, human resources staff, management, certificated supervisory personnel and parents.
12. Administer district grievance procedures for all employees and serve as the district grievance officer; maintain records of grievance proceedings.

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13. Keep abreast of legislation that is concerned with employer-employee relations and represent the district as an advocate before the legislation in such matters.
14. May represent the district in grievance arbitrations, unfair labor practice cases and other employment-related administrative hearings, and/or work closely with legal counsel in such matters.
15. Represent the district at state and county workshops, seminars and meetings related to negotiations.
16. Keep current on new laws, regulations and cases pertaining to labor relations, and provide periodic updates to the administrative staff on those areas as needed.
17. Perform other duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of training, education and experience equivalent to: a graduate degree or higher from accredited college or university with an emphasis in labor relations, industrial relations, public administration, business administration and/or educational administration; and increasingly responsible experience in employer/employee relations and negotiations; extensive experience in negotiating contracts and participating in labor relations (including budgetary impact of negotiated agreements) preferred; experience and training in interest based bargaining desirable.

Licenses and Certificates:

- Possession of a valid California driver's license

Knowledge, Skills, and Abilities:

- Knowledge of and skill interpreting applicable federal and state laws, collective bargaining agreements, and district policies and procedures
- Knowledge of the collective bargaining statutes and regulations pertaining to public school labor relations
- Skill in conducting research, collecting information and organizing material into manageable form
- Skill in applying data collected to resolve problems
- Skill in formulating recommendations, proposals and counter proposals
- Skill in preparing and presenting effective written and oral reports, recommendations and district policy and procedures
- Skill in analyzing relationships among complex data or employee groups
- Skill in drafting and interpreting accurate contract language
- Ability to develop, maintain and coordinate effective relationships with members of the Board of Education, management and employee organizations
- Ability to work with complex budgets and budget concepts

Health

- Evidence of freedom from active tuberculosis (CA Education Code section 49406)

WORKING CONDITIONS

Work Environment:

- Indoor office or meeting room environment
- Drive a vehicle to conduct work

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Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, with small groups and on the telephone
- Remain in a stationary position for extended periods of time
- Sufficient physical mobility to move about the district and drive an automobile
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

Hazards

- Contact and confrontations with dissatisfied or emotional individuals

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 6/29/2016
Revised: 7/28/1980
Revised: 8/11/1992
Revised: 3/16/1995
Revised: 1/3/2006
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