

LYON COUNTY SCHOOL DISTRICT

Employee Relations Administrator

Job Group: Human Resources

Classification: Confidential

Terms of Employment: Defined in confidential administrator salary schedule (210 days)

FLSA STATUS: EXEMPT

POSITION SUMMARY

Under the direction of the Executive Director of Human Resources, the Employee Relations Administrator leads and directs the District's employee relations which includes providing support and coaching to administrators in discipline, grievance administration, complaints, legal and regulatory requirements. Responsible for updates to policies, administrative regulations, and works with the Executive Cabinet on legislative changes and updates. Collaborates with school administration on concerns including Office of Civil Rights complaints, staff complaints, Public complaints and reports information to the Executive Director of Human Resources. Provides training, support and guidance to administrators in these areas. Works continuously to improve and enhance relations between the District and employee associations. Works collaboratively with the Executive Cabinet, school site administrators, and employee association leaders to negotiate and implement collective bargaining agreements that are aligned to support student, family, employee, and District needs. Performs related work as required. Participates in collective bargaining negotiations, and implementation of dispute resolution. Acts in the absence of the Executive Director of Human Resources when needed.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Provides counsel and guidance on all policies, federal and state legislative matters, and employee relations matters including collective bargaining negotiations and agreements. Through actions and decision making, supports a culture that strives to achieve a balance between the needs of students, families, employees, and the District.
- Counsels staff on matters of management and employee rights, progressive discipline, evaluation cycle, and appropriate courses of action, in accordance with collective bargaining agreement provisions, federal and state law, and good employer/employee relations practice.
- Working through the executive director of Human Resources, mediates informal disputes between management and employees and provides counsel to management on appropriate course of action, to resolve differences at the lowest possible level.
- Provides guidance to school administrators, supervisors and managers in promoting a supportive culture in order to recruit and retain employees.
- Makes recommendations to the Executive Director of Human Resources regarding employment status based on supervisor/administrator decisions (up to and including termination recommendations).
- Collaborates with the Executive Cabinet to identify bargaining priorities, plan negotiation strategies, solicit feedback from staff regarding the operational implications of bargaining proposals and/or current contract language, work with the Office of Business and Finance to analyze and forecast employee and proposal costs, handles requests for information, participate in and, at times represent the District at mediations, arbitrations, and EMRB proceedings as necessary. This includes researching pertinent data, arbitration awards and court decisions; preparing the position of the District; seeking potential witnesses to testify; presenting the District's position to a neutral party; and writing hearing briefs and Memorandums of

Agreement/Understanding.

- Investigate and assist in responding to charges of unfair employee practices and assist the Executive Director of Human Resources in representing the District before the Employee-Management Relations Board with legal counsel.
- Assists in updating job descriptions to maintain compliance with laws and regulations and policies.
- Collaborates with employee associations and District leadership as necessary to negotiate and implement addenda to the collective bargaining agreements when they are not open for negotiation or
- Provides guidance in the employee grievances process, advises management on grievance trends, and works with administrators to address specific concerns to prevent those concerns from becoming grievances.
- Assists administrators in reviewing documentation and providing guidance on conducting investigations into workplace complaints or grievances. Develops training plans as well as conducting individual and group training.
- Develops and maintains current Board Policies, Administrative Regulations, and Employee Relations procedures.
- Responsible for negotiation and execution of settlement agreements in collaboration with the applicable internal and external parties. Responsible for drafting the settlement agreements in employee matters for approval by the Executive Director of Human Resources
- May work with outside counsel on a variety of matters.
- Research current trends and practices pertaining to employee relations; analyze legislation, arbitration decisions and employee contracts to determine the potential impact on the District and its employee relations programs. Take action to address as appropriate and/or necessary.
- Create, develop, review, analyze data during legislative sessions to better inform executive cabinet members of the impact of bills. Communicate with legislators regarding potential impacts to the school district.
- Meets and collaborates with the Public Information Officer to help inform, facilitate, train stakeholders in LCSD initiatives.
- Maintain accurate and detailed records and files for historical reference and to ensure continuity with past practice, intent, and contract provisions; ensure the department's adherence to document retention requirements.
- Assists Executive Director of Human Resources in review of background checks and provides guidance for the continuing employment or ability for volunteers to work in the schools.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF RESPONSIBILITIES

- Knowledge of Human Resources related laws and regulations, related principles, practices, and procedures.
- Knowledge of employee law and collective bargaining law, strategies, and processes (Knowledge of NRS 281A and decisions from Nevada's Employee-Management Relations Board is desired).
- Knowledge of the Nevada Revised Statutes and the legislative process regarding school districts.
- Knowledge of federal laws affecting public schools, employees and students.
- Leadership skills that lend themselves to effective collaboration and problem solving with a variety of internal and external stakeholders.
- Demonstrates a high degree of personal integrity through one's actions in sensitive situations and in consistently maintaining confidentiality and professional boundaries.
- Proven experience in meeting organizational and department objectives and goals.
- Effective problem solving, conflict resolution, and mediation skills.

- Highly effective oral and written communication skills; effective presentation skills.
- Ability to effectively interpret, apply, and articulate bargaining agreement provisions and District policies and regulations, as they related to personnel matters.
- Ability to work effectively under constant deadlines, time constraints, and react effectively under pressure in a fast-paced environment with constant interruptions and often-conflicting demands.
- Detail oriented with the ability to effectively manage multiple tasks and responsibilities and to prioritize accordingly.
- Ability to delegate tasks appropriately and oversee the successful completion of the delegated assignments.
- Advanced proficiency in Microsoft Office products.
- Ability to oversee the tracking of incoming requests and data and establish timelines and priorities.
- Ability to work effectively independently and within a team.
- Ability to research, analyze and apply data; to review, examine and discuss documents and exhibits that may be offensive and/or disturbing.
- Ability to establish and maintain effective working conditions with District staff, association representatives, and the public in a multifaceted community.
- A district vehicle can be utilized when available for travel.

EMPLOYMENT STANDARDS

Education/Experience: Any combination of education and experience that could likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

1. A Masters degree from an accredited college or university in public administration, educational leadership, business administration, industrial relations or other closely related fields; with some experience in employment law;

AND

2. At least two (2) years of employee relations experience, which included some experience serving on a negotiations team; or an equivalent combination of related education and experience. Public school district experience desirable.

Licenses and Certifications: Active school administrator license from the Nevada Department of Education preferred..

Special Requirements: May be required to attend meetings outside of normal working hours.

This position receives salary and benefits as a licensed administrator on the confidential administrator salary schedule. The position is not eligible to belong to an LCSD bargaining unit. Per NRS 288.420 "Confidential employee" means an employee who provides administrative support to an employee who assists in the formulation, determination and effectuation of personnel policies or managerial policies concerning collective bargaining or supplemental bargaining.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as paper, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND PERFORM ANY OTHER RELATED DUTIES, AS MAY BE REQUIRED BY THEIR SUPERVISOR.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

| ESSENTIAL FUNCTION | LESS THAN 25% OF TIME | 25% TO 49% OF TIME | 50% TO 74% OF TIME | 75% TO 100% OF TIME |
|--|-----------------------|--------------------|--------------------|---------------------|
| Sitting | | | X | |
| Standing | X | | | |
| Walking | X | | | |
| Bending/Stooping/ Squatting/Twisting | X | | | |
| Crawling | | | | |
| Kneeling | X | | | |
| Reaching above of body | X | | | |
| Reaching away from body | X | | | |
| Climbing Stairs | X | | | |
| Climbing while working (ladder, stools, roofs, poles) | X | | | |
| Balancing | X | | | |
| Lifting &/Or Carrying objects: | X | | | |
| 50 Pounds or 1/3 Bodyweight | X | | | |
| Pushing | X | | | |
| Pulling | X | | | |
| Grasping/ Gripping | | X | | |
| Handling | X | | | |
| Applying Torque (arms) | X | | | |
| Fine Manipulation | | X | | |
| Repetitive Work | | | X | |
| Weight Bearings | X | | | |
| Typing, Keyboarding, or Entering Data | | | X | |
| Computer Monitor/ CRT | | | X | |
| Driving a Vehicle | X | | | |
| Working Alone | | | X | |
| Operating Machinery or Equipment: | X | | | |
| Heavy Equipment | | | | |
| Vibrating Equipment | | | | |

| | | | | |
|-------------------------------|---|---|---|--|
| Power Tools | | | | |
| Machine/Electrical Hazards | | | | |
| Ladders ≥ 6 Feet | | | | |
| Personal Protective Equipment | | | | |
| Respirator Use | | | | |
| Work Conditions: | | | | |
| High Noises | | | | |
| Heights | | | | |
| Confined Spaces | | | X | |
| Heat Stress | | | | |
| Cold Stress | | | | |
| UV Exposure | | | | |
| Hazardous Chemical/Waste | | | | |
| >8 Hrs Day | | X | | |
| Overtime/Irregular Hrs | X | | | |
| Senses: | | | | |
| Eyes | | | | |
| Visually Demanding Work | | | | |
| Near Vision | | | X | |
| Far Vision | | | | |
| Depth Perception | | | | |
| Basic Color Discrimination | | | | |
| Hearing Protection | | | | |
| Speech Discrimination | | | | |
| Audio Alarms | | | | |
| Ability to Smell | | | | |

An Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____