MT. DIABLO UNIFIED SCHOOL DISTRICT

EMPLOYER/EMPLOYEE RELATIONS SPECIALIST (C/F)

Primary Function

Provides complex technical and administrative support to the Assistant Superintendent, Personnel Services; serves as office manager of the Personnel Services Department and oversees its day to day operations; performs technical support functions relative to personnel aspects of ADA compliance, discrimination and sexual harassment complaints, and relative to negotiations and grievance hearings.

Directly Responsible To

Assistant Superintendent, Personnel Services

Supervision

Coordinates the work of Personnel Services clerical and support staff and provides input into the evaluation process.

Major Responsibilities

1. Coordinates the day-to-day operations of the Personnel Services staff.
2. Provides administrative and secretarial support to the Assistant Superintendent, Personnel Services.
3. Serves as a member of the district's negotiating team; attends all negotiation sessions.
4. Takes verbatim notes of negotiating and grievance meetings; transcribes, distributes and indexes detailed minutes of negotiation and mediation sessions.
5. Organizes and maintains all negotiation documents; assists in meeting "sunshining" requirements.
6. Prepares, organizes, distributes and maintains all documentation related to proposals, counterproposals, unfair practice charges, hearings, grievances, arbitrations.
7. Monitors contractual time limits to assure district compliance.
8. Assists in compiling materials related to mandated cost reimbursement claims for employer/employee relations activities.
9. Compiles documentation related to certificated dismissal cases.
10. Oversees operation of the district employee and visitor identification program.
11. Processes and maintains all documentation for the catastrophic leave program.
12. Assists in the coordination of the training program for new administrators.
13. Monitors and assists in the updating, revision and development of Board policies and administrative regulations.

14. Operates a variety of office equipment including computers with word processing, spreadsheet and database software.

Qualifications

Knowledge and Skills

1. Knowledge of a variety of employer/employee relations activities; knowledge of policies, laws and procedures relative to employer/employee relations.
2. Knowledge of office practices and procedures.
3. Knowledge of district policies and procedures.
4. Knowledge of school district personnel procedures.
5. Knowledge of the principals and techniques of supervision.
6. Skill in explaining district, departmental and contractual policies and procedures to employees and the public.
7. Skill in expressing oneself clearly and concisely, verbally and in writing.
8. Ability to handle confidential and sensitive information and material with discretion.
9. Ability to take and transcribe near verbatim dialogue quickly and accurately.
10. Skill in dealing tactfully and effectively in person and on the telephone.
11. Skill in working independently without specific instructions.
12. Skill in composing letters, memoranda and preparing minutes of meetings.
13. Skill in understanding and following complex oral and written instructions.
14. Skill in dealing effectively with the public and district staff.
15. Skill in operating a computer with word processing, spread sheet and data base programs.
16. Ability to be available for no-notice overtime as required.

Education, Training and Experience

1. Education and/or training in business or public administration.
2. Increasingly responsible administrative assistant experience.
3. Training and/or experience in employee contract negotiations.
4. Experience in supervision of clerical employees.
5. Experience in a public personnel office highly desirable.

Adopted by the Board of Education 3/10/98