



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Employee Relations	Human Resources	Executive Director of Human Resources

Position No: 77319	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 9/13/16
FSLA: Exempt	Date Revised: 10/20/16

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's degree preferred in Human Resource Management, Labor Relations, Juris Doctorate, Educational Leadership, or Administration/Supervision. 2. Minimum of five (5) years of successful experience in human resources, law enforcement, legal practice, or educational leadership. 3. Minimum of three (3) years of successful experience in investigating misconduct and handling employee discipline/grievance issues and taking corrective action. 4. Experience indicating knowledge of labor laws governing collective bargaining and employee grievance procedures. 5. Knowledge of Florida Statutes and State Board of Education Rules related to Human Resources Management. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assists the Executive Director in the formulation, development, and implementation of procedures to comply with regulations and policies adopted by the School Board that are related to collective bargaining. 2. Implements established procedures for progressive discipline including conducting investigations of complaints and allegations and holding pre-determined administrative conferences and in consensus with supervisors making recommendations for appropriate procedures for disciplinary actions. 3. Interprets policies, regulations, and procedures concerning collective bargaining to District staff and serves as contact person for questions from representatives of employee organizations. Interprets and implements related policies and regulations adopted by the School Board. 4. Conducts personnel investigations as well as written reports concerning employee discipline. Prepares and presents effective, easily understood reports adaptable to various reading levels, e.g. staff, Board, or the general public. 5. Assists in administering the employee grievance procedures adopted by the School Board and preparation and handling of the collective bargaining agreements. 6. Serves as the first administrative level above that of a building principal in resolving complaints on employee issues. 7. Provides support to schools and departments in implementing district performance appraisal system for all employees. 8. Processes recommendations for termination of employees and arranging for any necessary conferences and hearings. 9. Provides training for evaluation systems, compliance, policies, procedures, and State and Federal guidelines. 10. Coordinates district Drug and Alcohol Testing Program for CDL and all new hires. 11. Maintains thorough and current knowledge of state laws, regulations, and proposed legislation concerned with collective bargaining and employee relations. 12. Performs and promotes all activities in compliance with equal employment, affirmative action, and nondiscrimination policies of the School Board. 13. Performs other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.