

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

SUPERVISOR OF EMPLOYEE RELATIONS

Salary Schedule: MGMT 1	Number of Work Days as Contracted Daily Work Hours: 7.5	ADM - Exempt Status
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JOB GOAL: Responsible for assisting with all processes and procedures related to collective bargaining, employment contracts, drug and alcohol testing, discipline, performance, employment law and equity

REQUIRED QUALIFICATIONS:

1. Master's degree from an accredited institution in the field of human resources, business, public administration, or education
2. Training or experience in collective bargaining for a school system or public entity
3. Training or experience with employee performance issues

DESIRED QUALIFICATIONS:

1. Teaching and/or administrative experience in a public school system
2. Training or experience in the area of employment law and all laws, regulations and codes governing Equity
3. Training or experience with employee investigations and discipline

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders
2. Demonstrate effective collaboration skills
3. Ability to organize, prioritize, and manage work assignments in an efficient manner
4. Exhibit appropriate interpersonal styles and methods to facilitate problem-solving by individuals or groups
5. Knowledge of the collective bargaining process, employment law and equity, and school personnel law in Florida
6. Knowledge of effective teaching practices and noninstructional work skills and the related employee contracts and assessment systems
7. Knowledge of employee investigation and disciplinary procedures

REPORTS TO: Director of Employee Relations

SUPERVISES: Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

1. Contribute to the formulation, development, and implementation of related to collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA, and employment law
2. Provide assistance to all District employees in regards to collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA, and employment law
3. Provide assistance to administrators in regards to the District's evaluation system, employee performance, and behavior

Communication

1. Assist with the dissemination of information related to the collective bargaining agreements
2. Help distribute information regarding the Code of Ethics
3. Help disseminate information regarding nondiscrimination and harassment policies and procedures
4. Assist in providing information to administrators and other employees regarding the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), and Fair Labor Standards Act (FLSA)
5. Assist in the distribution of information to administrators and other employees regarding the District's Family Medical Leave Act (FMLA) policies and procedures
6. Help disseminate information regarding the District's Omnibus Transportation Employee Testing Act (OTETA) and Pasco's Reasonable Suspicion Drug Testing Program policies and procedures
7. Assist in the distribution of information regarding the District's Sick Leave Bank policies and procedures

Proactive Orientation

1. Serve as the Board's chief negotiator for the Instructional or School Related Personnel bargaining unit
2. Exercise proactive leadership in promoting the vision and mission of the District
3. Demonstrate initiative in performance of assigned responsibilities.
4. Anticipate problems and design processes or procedures to address them

Critical Thinking

1. Assist in preparation for collective bargaining
2. Provide recommendations when developing the policies for employee relations
3. Assist in the analysis of new legislation related to collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA and unemployment law to determine its impact on the District
4. Collect and analyze data from administrators relative to areas of employee relations

Continuous Improvement

1. Set high standards and expectations for self and others
2. Participate in conferences and other activities related to collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA, and employment law

3. Maintain current knowledge of all local, state, and federal legislation related to collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA, and employment law
4. Assist in the development and training of all District employees in the area of collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA, and employment law
5. Aid in the development and training to all administrators who sit on the collective bargaining teams
6. Assist in the development and training to District administrators on the utilization of the district's evaluation system

Facilitation

1. Assist in the administration of the two collective bargaining agreements and Board policy relative to labor and employee relations
2. Help in the process for reviewing requests for reasonable accommodations under the ADA
3. Aid in the review process for FMLA leave requests
4. Assist in the review process for Sick Leave Bank requests
5. Assist in the process for unemployment compensation claims and appeals
6. Aid in the coordination the Teacher Assistance Team Process
7. Assist the process for employee grievances and complaints
8. Help in the process for staffing of new schools
9. Assist in the administer of the District's OTETA program
10. Aid in the coordination of Pasco's Reasonable Suspicion Drug Testing Program

Managerial

1. Assist in the development of the budget for the department
2. File required reports with the Education Practices Commission of certificated employees who are alleged to have violated the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida
3. Develop and coordinate the Annual Equity Program Update to the Department of Education
4. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions

Constancy of Purpose

1. Serve on committees, councils, and/or task forces
2. Exhibit support for the District's vision, mission, goals, and priorities
3. Represent the District in a positive and professional manner
4. Serve as a district representative at emergency shelters as determined by the Superintendent.
5. Perform other incidental tasks consistent with the goals and objectives of this position

Decisiveness

1. Investigate situations that may result in formal disciplinary action against instructional and non-instructional employees

2. Assist in preparing recommendations for actions related to employee misconduct and/or deficient job performance
3. Investigate and respond to complaints related to EEOC, Veteran's Preference, FLSA, ADA, FMLA, Sick Leave Bank, unemployment compensation, OTETA, and drug testing policies and/or procedures
4. Make and share decisions in a timely manner
5. Respond quickly to emergency situations