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Broward County Public Schools Educational Support Management Association of Broward, Inc. (ESMAB) Vacancy

Broward County Public Schools (BCPS) is seeking dynamic school leaders who are committed to educating today's students to succeed in tomorrow's world. BCPS is the sixth largest public school system in the United States, the second largest in the state of Florida and the largest fully accredited K-12 and adult school district in the nation. BCPS has over 260,000 students and approximately 175,000 adult students in 229 schools and education centers and 95 charter schools.

Vacancy Advertisement Period: **7/10/2014 - 7/22/2014**

APPLICATIONS MUST BE RECEIVED BY 5:00PM ON 7/22/2014

For qualification and application procedures, visit our website at <http://www.broward.k12.fl.us/nis/employmentopp.asp>.

PLEASE SCROLL DOWN TO VIEW JOB DESCRIPTION.

<u>Position Title/Position Number</u>	<u>Salary</u>	<u>Pay Band</u>	<u>Location</u>
Specialist, Employee and Labor Relations (C-014)	\$68,829 - \$111,667	C	Employee and Labor Relations Effective Date: Immediately

Areas of responsibility and preferred qualifications will include:

*The Employee and Labor Relations Specialist will provide specialized expertise regarding labor management and employee relations to all managers and supervisors in the assigned area, under the general direction of the Director, Employee and Labor Relations.

*This work includes contract administration, grievance/complaint processing, advising on employee discipline and the development of processes to assist managers and supervisors to deal effectively with employee/labor relations and performance issues.

*Experience in administering the provisions of Collective Bargaining Agreements and providing contractual interpretation/advice to managers and supervisors is required.

BE ADVISED: ALL APPLICATIONS ARE SUBJECT TO FLORIDA PUBLIC RECORDS LAW.

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
600 SE Third Avenue, Talent Acquisition & Operations (Non-Instructional) - 3rd Floor, Fort Lauderdale, FL 33301

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

JOB DESCRIPTION

POSITION TITLE:	Specialist, Employee & Labor Relations
CONTRACT YEAR:	Twelve Months
SALARY BAND:	C
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree in labor relations, human resources, or related field from an accredited institution.

EXPERIENCE: A minimum of six (6) years, within the last ten (10) years, of experience in labor relations and/or employee relations.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution.

EXPERIENCE: A minimum of eight (8) years, within the last twelve (12) years, of experience in labor relations and/or employee relations.

ADDITIONAL QUALIFICATIONS

Certification as a Labor Relations Professional from a Labor Relations Association and/or Professional in Human Resources (PHR) certification preferred.

REPORTS TO: Director, Employee & Labor Relations or designee

SUPERVISES: Employees as assigned

POSITION GOAL:

Assist the Director, Employee & Labor Relations in administering a comprehensive employee relations program including contract administration, grievance processing, training programs, and contract negotiations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist, Employee & Labor Relations shall:

1. assist in preparing and conducting research for union-management contract negotiations; assist with administering all provisions of the agreements.
2. act as management representative in contact with union officials on all matters pertaining to management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs, and wage and salary adjustments.
3. interpret union-management agreements and represent management in the settlement of grievances under established grievance procedure; advise supervisors on courses of action.
4. prepare and conduct training in collective bargaining agreements, interpretation and labor law application for supervisory personnel.
5. interpret as needed, union-management agreements and represent management in the settlement of grievances under established grievance procedure; advise supervisors on courses of action.
6. act as management representative as needed, with counsel at arbitration hearings; work with counsel and district representatives to prepare for arbitration and labor litigation cases.
7. ensure all department priorities and projects assist in achieving the District's Strategic Plan.
8. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
9. participate, successfully in training programs enhance the individual's skills and proficiency related to the job responsibilities.
10. review current developments, literature and technical sources of information related to job responsibilities.
11. ensure adherence to safety procedures.
12. follow federal and state laws, as well as School Board policies.
13. perform all other duties as may be assigned by the Director, Employee & Labor Relations or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

On a continuous basis, works with all levels of employees, labor organizations, local, regional, state and national institutions to ensure effective administration of employee and labor relations programs.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

Board Approved: 3/21/85 & Adopted: 4/15/85

Item G-7: 11/6/86

Realigned: 4/13/89

Retailed: 4/12/94

Reclassified: 4/11/95

Revised: 1/21/97 & Adopted: 2/18/97

Retitled: 5/9/00

Revised & Adopted: 12/9/03*

Revised: 5/18/06

FL§119.071

Board Approved: 6/11/13

Board Adopted: 7/23/13