

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**DIRECTOR OF EMPLOYEE RELATIONS**

Salary Schedule: MGMT 1	Number of Work Days as Contracted Daily Work Hours: 7.5	FLSA Status - Exempt
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**JOB GOAL:** Responsible for 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. Minimum of three (3) years in administration and/or supervision
3. Experience in collective bargaining for a school system or public entity
4. Experience with employee performance issues
5. Experience with employee investigations and discipline

**DESIRED QUALIFICATIONS:**

1. Teaching and/or administrative experience in a public school system
2. Experience in the area of employment law and all laws, regulations and codes governing equity

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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

**REPORTS TO:** Assistant Superintendent for Administration

**SUPERVISES:** Supervisor of Employee Relations  
Assigned Support Personnel

## **PERFORMANCE RESPONSIBILITIES:**

### **Communication**

1. Develop and implement procedures to keep the School Board informed of the status of negotiations and to secure School Board reactions on negotiation proposals
2. Serve as a liaison with Florida Department of Education officials and other state agencies concerned with employee relations as well as the Florida School Boards Association
3. Consult with the School Board Attorney and Labor Attorney regarding personnel issues
4. Disseminate information related to the collective bargaining agreements
5. Distribute information regarding the Code of Ethics
6. Disseminate information regarding nondiscrimination and harassment policies and procedures
7. Provide information to administrators and other employees regarding the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), and Fair Labor Standards Act (FLSA)
8. Distribute information to administrators and other employees regarding the District's Family Medical Leave Act (FMLA) policies and procedures
9. Disseminate information regarding the District's Omnibus Transportation Employee Testing Act (OTETA) and Pasco's Reasonable Suspicion Drug Testing Program policies and procedures
10. Distribute information regarding the District's Sick Leave Bank policies and procedures

### **Critical Thinking**

1. Assist in the development of policies for employee relations
2. Recommend legislative proposals in the area of employee relations
3. Analyze new legislation related to collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA and unemployment law to determine its impact on the District
4. Oversee the collection of data and provide an avenue for administrative input relative to the collective bargaining process

### **Proactive Orientation**

1. Direct the Board's chief negotiators for the Instructional and School Related Personnel bargaining units
2. Negotiate the impact of any state or federal legislation on bargaining unit employees
3. Exercise proactive leadership in promoting the vision and mission of the District
4. Provide leadership for members of the administrative staff serving on the negotiating team

### **Facilitation**

1. Direct the administration of the two collective bargaining agreements and Board policy relative to labor and employee relations
2. Direct the process for reviewing requests for reasonable accommodations under the ADA
3. Oversee the review process for FMLA leave requests
4. Coordinate the review process for Sick Leave Bank requests
5. Oversee the process for unemployment compensation claims and appeals

6. Coordinate the Teacher Assistance Team Process
7. Direct the process for employee grievances and complaints
8. Oversee the process for staffing of new schools
9. Administer the District's OTETA program
10. Coordinate Pasco's Reasonable Suspicion Drug Testing Program
11. Serve as the District's Equity Coordinator

### **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. Develop and provide training to all District employees in the area of collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA, and employment law
5. Develop and provide training to all administrators who sit on the collective bargaining teams
6. Develop and provide training to District administrators on the utilization of the district's evaluation system

### **Technical/Professional Knowledge**

1. Assist in the formulation, development, and implementation of procedures related to collective bargaining, EEOC, harassment, ADA, FLSA, FMLA, OTETA, and employment law
2. Serve as a resource 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
4. Provide consultation to the Superintendent, and Assistant Superintendents relative to any disciplinary action which they take regarding administrative personnel

### **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

### **Managerial**

1. Develop 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

**Decisiveness**

1. Coordinate employee misconduct investigations including communicating with law enforcement as necessary and make recommendations for related employee actions
2. Prepare recommendations for actions related to employee misconduct and/or deficient job performance
3. Supervise formal disciplinary action against instructional and non-instructional employees
4. Direct the investigation 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
5. Oversee the selection of the members of the collective bargaining teams
6. Make and share decisions in a timely manner
7. Respond immediately to emergency situations