



MANAGER – LABOR RELATIONS

SUMMARY/SCOPE/GOAL

To assist the Director for Professional Standards and Labor Relations in the negotiations processes. To conduct internal investigations into allegations of professional misconduct and criminal activity of District employees and to make recommendations for appropriate disciplinary action up to and including termination. To foster and promote ethical behavior as an operational standard of performance across all District worksites through training and professional development of non-instructional employee groups.

Deleted: and to provide investigative services regarding matters of professional standards for the District

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's degree in Human Resources, Labor Relations, Educational Leadership or related field from an accredited institution required.
- Four (4) years' experience in employee relations, human resources, or school-based leadership required.
- Minimum of two (2) years' experience in conducting investigations.

PREFERRED/DESIRED:

- Master's degree in related field preferred.
- Experience in public education preferred.
- Experience working in a collaborative bargaining environment preferred.
- School-based administration experience preferred.
- Demonstrated knowledge of ethics in the education profession in Florida; education law, rules, regulations; District policies; investigation of complaints against school district employees; collective bargaining agreements; and conflict resolution.

Deleted: <#>Demonstrated knowledge of Human Resources rules, regulations, and policies such as ADA, FMLA, FLSA, EEO, and labor contracts ethics in the education profession in Florida; education law, rules, regulations; District policies; investigation of complaints against school district employees; collective bargaining agreements; and conflict resolution .¶

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid State Driver's License

PREFERRED/DESIRED:

- Administration, supervision or educational leadership or human resources certification preferred.

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PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Serve as Assistant to the Chief Negotiator, including tracking concerns and suggestions for collaborative bargaining proposals; providing public notice for bargaining sessions; preparing documents for bargaining including proposals, counter-proposals and the final contracts representing the School Board of Brevard County in all collective bargaining actions.
2. Interpret language in the negotiated contracts for District administrators, supervisors and employees in order to assist its appropriate application for practical everyday use in achieving district goals.

Deleted: Provide staff with interpretations of collective bargaining agreements and school board policies, rules, and administrative procedures which are related to collective bargaining.

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3. Provide interpretations to District administration and representatives of employee organizations of policies and procedures related to collective bargaining; and maintain current knowledge of federal and state legislation that affects labor relations in schools.
4. Prepare, plan and deliver professional development and training to non-instructional employee groups in topics including but not limited to District policies, work performance standards and expectations, mandatory reporting and ethics.
5. Compile, maintain and provide data related to human resources and labor relations metrics and state reporting requirements, as needed.
6. Conducts investigations into allegations of employee misconduct and/or violation of Board policies and procedures in a confidential, timely and consistent manner. Refers to and assists law enforcement agencies with investigations.
7. Interview employees, students, teachers and other individuals regarding details of allegations. Makes recommendations to either clear employees of charges or apply appropriate disciplinary actions, up to and including termination in accordance with all applicable labor laws, contract language and District policies.
8. Track all staff arrests from fingerprint hit notifications. Investigate disposition of incidents and determine the need for staff removal from current position, discipline and/or referral to Employee Assistance Program (EAP).
9. Provide assistance and direction to school and district personnel regarding employee investigations.
10. Provide leadership to District administration by coordinating, serving as a resource and training (individually and large group) in the areas of mediation and conflict resolution.
11. Prepare for submission disciplinary packages to the FLDOE Bureau of Professional Practices Services (PPS) in accordance with Florida Statute. Assist with PPS investigations.
12. Inform the Deputy Superintendent/Chief Human Resources Officer of the results of any and all investigations.
13. Testify in administrative or criminal proceedings or procedures as required.
14. Research and obtain law enforcement and case disposition documents.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of labor contracts relating to due process and employee rights. Knowledge of current trends and best practices in negotiations. Skilled in utilizing a variety of resources in conducting research. Skilled in public presentation. Skilled in creative problem solving, complaint resolution and mediation. Skilled in word processing, spreadsheet, database and presentation software. Ability to read, interpret, and enforce State Board Rules, school board policy, and federal and state laws governing public employees. Ability to analyze data and draw reasonable deductions. Ability to maintain a high level of confidentiality. Ability to coordinate and work effectively with school and department leaders. Ability to manage multiple tasks effectively.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to

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Deleted: grievances, arbitrations, mediations, and other

Deleted: relations matters

Deleted: <#>Provide assistance, technical expertise, and support services to schools and sites relative to collective bargaining agreements and employee relations.¶

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Deleted: <#>Receive and record anonymously reported concerns, complaints, and/or allegations of employee impropriety, misconduct, or unethical conduct.¶

Assist in the coordination of district investigations and cooperate with law enforcement, or other appropriate agencies, involving allegations of employee misconduct.¶

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use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:

N/A

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Human Resources	DEPARTMENT:	Professional Standards and Labor Relations
TITLE CODE:	C2531	CONTENT BY:	Carol Kindt, EdD
GRADE:	<u>24</u>	COMPENSATION:	Rick Morton
UNIT:	NB	LABOR RELATIONS:	Rivers Lewis
LAST BOARD APVD:	03/14/2017	CLASSIFICATION:	Carol Kindt, EdD

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	03/14/17	Initial Release	Human Resources
1.1	01/17/20	REVISED: New format. Edit Essential Function 1 from "Lead" to "Assistant to Chief". Corrected Physical Requirements from "Light" to "Sedentary".	Human Resources
<u>2.0</u>	<u>05/03/21</u>	<u>Revised Summary/Scope/Goal, Qualifications, Essential Functions and KSAs</u>	<u>Karyle Green, Ed.D., Director, Prof. Standards & Labor Relations</u>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.