

**School District of Santa Rosa County
Job Description**

Director for Labor Relations and Compliance

Reports to: Assistant Superintendent for Human Resources	FLSA Status: Exempt
Department: Human Resources	Prepared by: Human Resources
Date: October 22, 2015	Job Code: 12062

Principal Duties and Responsibilities (Essential Functions):

- Serves as Chief Negotiator for all District labor contracts. Represents the District in negotiations with bargaining units, arbitration proceedings and formal grievance hearings; administers labor agreements. Develops agenda and maintains minutes for bargaining meetings. Provides guidance and support to supervisors to assure compliance with labor contract requirements.
- Continually collaborates with union leadership concerning fiscal, policy, and legislative issues.
- Continually monitors the application of collective bargaining agreement provisions, conducts research into and assists in developing bargaining proposals, strategies and responses on union proposals.
- Participates in periodic local and state-level labor-management meetings.
- Disseminates information to the union as required by labor contracts.
- Receives notice of possible misconduct including but not limited to active investigations of personnel, taking notes during investigative meetings, research and gathering information in support of investigations. Coordinates with Assistant Superintendent for Human Resources for determining appropriate course of action. Coordinates with union representation at meetings as support for supervisors and assist in the preparation of disciplinary notices.
- Provides for the training and development of District personnel in areas such as compliance with federal regulations, interviewing and hiring practices, management skills and union contract administration.
- Monitors and implements labor compliance programs including but not limited to FLSA, FMLA, and ADA.
- Performs other duties as assigned.

Supervision Received:

Assistant Superintendent for Human Resources

Supervision Exercised:

Human Resource Department staff and other interface activities as assigned

Minimum Qualifications & Skills Required:

1. Master's degree or higher from an accredited educational institution in Human Resource Management or related area of specialization with a focus and emphasis on Human Resource Management.
2. Three years' experience as a public sector primary negotiator or member of a negotiations team.
3. Experience in a unionized environment.

Preferred:

Experience in public school labor contract negotiations with knowledge and focus in insurance, salary/ pay for performance, and employee evaluations.

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.