



DIRECTOR OF LABOR RELATIONS

POSITION SUMMARY

Manage the District's collective bargaining agreements and relationships with collective bargaining units. Provide complex staff assistance to the Superintendent and participates as a member of the Superintendent's staff.

SUPERVISORY RELATIONSHIPS

Reports to the District Superintendent. May supervise professional and/or clerical staff.

PRIMARY DUTIES AND RESPONSIBILITIES

Serves as chief negotiator for the District in reaching agreements with collective bargaining units. Negotiates all collective bargaining agreements. Administers all labor agreements consistent with District human resource policies to ensure that employees within each group are treated consistently, fairly, and equitably.

Counsels administrators in interpreting agreements and provides counsel in the grievance process. Mediates resolution of grievances.

Manages the disciplinary actions of employees including counseling administrators in conducting disciplinary investigations and due process. Ensures that discipline is applied with consistency and fairness.

Conducts legal research, data collection and analysis related to arbitration or litigation of employment issues.

Recommends and administers policies and procedures; provides advice and counsel to District administrators regarding legal, contractual, and ethical practices relating to the human resources function.

Serves as a member of the Superintendent's staff. Contribute to the overall effectiveness of the management group by actively participating in various teams and committees.

Represents the District before the School Board on collective bargaining matters and employee terminations.

Establishes and maintains cooperative working relationships with District staff and union leaders.

As a member of the human resource managerial staff, provides information and counsel to District administrators and employees on District employment policies.



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QUALIFICATIONS

Knowledge, Skills, and Abilities:

Thorough knowledge of Federal and State labor law including NLRA and PECBA.

Knowledge of Federal, State and local laws relating to employment such as FMLA, FLSA, ADA, Civil Rights laws.

Knowledge of human resource management and collective bargaining principles and practices.

Knowledge of the principles of supervision, training and performance evaluation.

Excellent interpersonal skills and ability to communicate effectively with District administrators and external officials.

Skill in consensus building and conflict resolution.

Skill in managing projects and providing leadership.

Skill in directing professional, technical and administrative support staff.

Ability to negotiate compromises between District management and union leadership to reach agreements satisfactory to both parties.

Ability to research, analyze and present data and make appropriate recommendations.

Ability to communicate effectively both verbally and in writing.

Education and Experience:

Master's degree in industrial relations, human resource management or closely related field and ten years experience in human resource management including five years experience in labor negotiations; or any combination of experience and training that provides the required knowledge, skills, and abilities. Employment law degree is highly desirable.