



DIRECTOR OF EMPLOYEE RELATIONS

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Human Resources Officer, the position is responsible for directing and facilitating the implementation and delivery of the Division's employee relations programs and activities (e.g. performance management, supervisory training, compliance, investigations, etc.) and the attainment of related goals for the purposes of furthering the Division's short- and long-term strategic plan.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide subject matter expertise to identify issues, predict and mitigate risk, and develop and execute ER strategies and ER programs for the Division.
- Direct investigative processes regarding alleged incidents of misconduct, harassment, or discrimination; prepare documentation, and recommend appropriate action to the Chief Human Resources Officer and School Administrators.
- Manage employee grievances and discharge recommendations to the proper resolution and coordinate and recommend involvement of legal counsel, as necessary.
- Administer the performance management program to ensure that performance evaluations are aligned with strategic initiatives and are completed in accordance with policy.
- Develop and revise policies, regulations, and procedures regarding effective human resource management for the division; interpret, implement, and enforce policies and regulations.
- Ensure compliance with federal, state, and local laws regarding personnel-related matters.
- Counsel with employees and administrators to resolve complaints, difficulties, and other personnel-related matters.
- Administer leave programs, the Family Medical Leave processes, and requests for accommodations under the Americans with Disabilities Act.
- Develop and administer training and development initiatives related to Human Resources policies/programs and leadership development.
- Conduct research and comparative studies of best practices in human resources practices in other school systems and industry.
- Plan, direct, supervise, and coordinate the work of assigned staff, complete performance evaluations of assigned staff members.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Assess and monitor workloads, internal reporting relationships, and administrative support systems; identify and recommend opportunities for improvement.
- Review all recommendations of non-renewal or dismissal of employees and, together with the Chief Human Resources Officer, prepare recommendations for the Superintendent including appropriate documentation.
- Confer with City attorneys, Child Protective Services, law enforcement, the Virginia Department of Education, and members of the various employee associations, as necessary.
- Prepare all documentation and communications necessary for the Superintendent to request revocation of teaching licenses.
- Collaborate with other administrative personnel for the purpose of implementing and/or maintaining services and programs.
- Assist the Chief Human Resources Officer with key departmental projects and activities.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Expert-level knowledge of the philosophy, principles, and practices of human resource management, including state and federal laws, policies, regulations, and procedures; ability to respond to critical employee relations issues that are crisis-oriented; assessing and responding to varying situations, using sound judgment in decision-making. The ability to troubleshoot issues independently with minimal supervision, excellent organizational skills and attention to detail, ability to juggle and prioritize multiple tasks simultaneously while delivering on project commitments, outstanding communication skills, specifically in written form. The ability to handle



confidential information and escalate issues when appropriate. Must be well versed and have the ability to be proactive in all aspects of human resources.

EDUCATION AND EXPERIENCE

Required:

Master's degree in human resource management, public administration, business, or a related field.

Preferred:

Extensive experience-in human resources management; specialized training in employee relations a significant plus.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, crouching, climbing, and driving. Ability to lift 20 pounds occasionally and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

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

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 9/1, 8/13, 7/20
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