

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Director, Labor Relations	<b>REPORTS TO:</b>	Deputy Superintendent, Business
<b>DEPARTMENT:</b>	Labor Relations	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY:</b>	034
<b>ISSUED:</b>	July 12, 2011		

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### **BASIC FUNCTION:**

Direct a Labor Relations Team representing the district in the collective bargaining process with employee bargaining units; serve as the district's chief negotiator; administer the district's grievance procedures; supervise and evaluate the performance of assigned staff.

### **REPRESENTATIVE DUTIES:**

Serve as the district's chief negotiator including planning, organizing, directing, coordinating, and supervising labor relations for the district and administering the district's grievance procedure. *E*

Represent the Superintendent and the Board of Education in relationships with exclusive bargaining units and employee organizations, interpret collective bargaining contract language, and provide guidance to all district administrative staff members in matters relating to labor relations. *E*

Develop and administer district employee relations policies. *E*

Develop and recommend the district collective negotiations contract proposals and responses. *E*

Provide closed session briefings to the Board of Education and the Superintendent's cabinet regarding labor relations and negotiations. *E*

Provide advice, guidance and direction to all district management team and supervisory personnel in matters related to labor relations contract compliance, interpretation, administration and related laws, policies, procedures, and best human resource practices. *E*

Plan and coordinate inservice training in employer-employee relations. *E*

Coordinate revisions to district Administrative Procedures resulting from negotiated contracts and agreements. *E*

Advise all management personnel on the proper application of administrative procedures governing resolution of employee grievances and rights of employee organizations. *E*

Manage the grievance process for all bargaining units. *E*

Prepare cases and represent the district at grievance hearings. *E*

Manage certificated employee appeals to letters of reprimand or suspension. *E*

Serve as the level three hearing officer for grievances or delegate to another district officer, if appropriate. *E*

Counsel district employees on matters related to employer-employee relations. *E*

Act as liaison with the legal office concerning legal aspects of grievance procedures and processing. *E*

Review and disseminate arbitration decisions pertaining to public agencies. *E*

Construct independent research and develop statistical, financial, and management information related to employee relations. *E*

Supervise, train, and evaluate the performance of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination equivalent to a master's degree in labor relations, human resource management, industrial relations, law, public administration, business administration, or related field and five years of progressively responsible experience in personnel or labor negotiations experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State-of-the-art theories, techniques, and methodologies of labor relations, and personnel management.

Administrative and collective bargaining practices and techniques.

Principles and techniques of budget preparation and control.

Oral and written communication skills.

Principles and practices of administration and supervision.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures related to collective bargaining, which include but are not limited to understanding of the Education Employment Relations Act, Meyers-Milias Brown Act, Fair Labor Standards Act.

Any and all state and federal laws that govern working conditions that are subject to negotiations (such as FMLA, ADA, OSHA, OTETA, CFEHA, Government Codes, etc.)

Classification and compensation systems and wage and salary management, California teacher credentialing.

School operational procedures including instructional scheduling, hours, and local procedures.

The work of all of the different employee groups of the district.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, administer and manage labor relations for the district.

Analyze and understand the financial and administrative implications of decisions and recommendations.

Analyze problems, make decisions, and be responsible for those decisions.

Prepare documents with speed and accuracy.

Review existing and pending legislation that may impact procedural guidelines and/or the district's position (develop legislation, support, oppose, etc.)

Research, develop and recommend negotiations positions and proposals to the Superintendent and the Board of Education.

Communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment.

Prepare comprehensive narrative and statistical reports.

Develop clear and unambiguous contract language.

Maintain current knowledge of applicable provisions of applicable federal, State and District policies, rules and regulations.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Select, train, and evaluate performance of assigned personnel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job code 1253

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