

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Executive Director, Labor Relations	REPORTS TO:	Superintendent
DEPARTMENT:	Labor Relations	CLASSIFICATION:	Management
FLSA:	Exempt	SALARY:	042
REVISED:	July 28, 2015		

BASIC FUNCTION:

Direct, plan, and organize the District's 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 Labor Relations staff.

REPRESENTATIVE DUTIES:

Plan, organize, direct and supervise the work of the labor relations department for the District; including administering the District's grievance procedure. *E*

Represent the District, as directed by Superintendent and the Board of Education in matters pertaining to collective bargaining and employee relations, including collective bargaining negotiations, management-labor committees and in communications with exclusive bargaining units and employee organizations.

Provide advice and guidance to District staff regarding the interpretation of collective bargaining agreements and other matters relating to labor relations, assist and advise District staff in implementing approved collective bargaining agreements. *E*

Develop and administer District employee relations policies. *E*

Develop and make recommendations to the Superintendent and the Board of Education regarding the District's collective negotiations contract proposals and responses. *E*

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

Where appropriate, serve as the District's representative in settlement negotiations or legal proceedings related to same. *E*

Plan, organize, and direct short and long term strategies and goals for Labor Relations. *E*

Work with school and central office leaders to develop recommendations for changes to the Collective Negotiation Agreements that achieve the District's goals and priorities and represent the needs of its students and staff. *E*

Develop and monitor assigned budgets for the Labor Relations division; analyze, plan, distribute and review all financial data to maintain an effective budget. *E*

Provide advice and guidance to District management teams and supervisory personnel in matters related to employer-employee relations, including contract compliance, interpretation, administration, and best practices. *E*

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

Assist and advise district staff and the Superintendent regarding revisions to District Administrative Procedures resulting from negotiated contracts and agreements and on the proper application of administrative procedures governing resolution of employee grievances and rights of employee organizations. *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*

Establish and maintain cooperative and effective working relationships with exclusive bargaining units, employee organizations, and community stakeholders. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience, equivalent to a master's degree in labor relations, public administration or related field and eight years of directly related, progressively responsible experiences managing labor relations functions in a large urban school district or public agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive knowledge of: legal matters related to public school districts, including public employment and public contracting;

Current education laws and regulations regarding district legal matters, including pertinent administrative laws:

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 subject to negotiations (such as FMLA, ADA, OSHA, OTETA, CFEHA, Government Codes, etc.);

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:.

Principles and practices of administration and supervision: and.

Classification and compensation systems and wage and salary management, and 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.

Oral and written communication skills.

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.

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