EMPLOYEE RELATIONS SPECIALIST

GENERAL RESPONSIBILITIES

Monitor, review and evaluate all personnel policies and practices of the School Division to ensure compliance with federal and state laws and administrative regulations; advise administrators and employees of their rights and obligations in personnel matters and employee evaluations; conduct investigations related to disciplinary matters involving employees; respond to EEOC complaints; provide advice and guidance regarding discipline, grievances, leave, FLSA, FMLA, and ADA; coordinate and facilitate the grievance procedure; and administer the division’s various leave options.

ESSENTIAL TASKS
(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.)

- Conduct investigations of employees for disciplinary matters, write reports regarding the investigations and make discipline recommendations in consultation with the Director of Employee Relations and the Assistant Superintendent of Human Resources.
- Assist, discuss with and advise Assistant Superintendent of Human Resources and Director of Employee Relations on general personnel issues.
- Advise administrators on the proper procedure in handling personnel matters and issues including employee evaluations.
- Review requests for teacher non-renewal and recommend action for the Assistant Superintendent of Human Resources and Superintendent.
- Coordinate and facilitate grievance procedures.
- Maintain discipline/investigation files.
- Analyze, develop and review policies and regulations for personnel matters.
- Interpret School policy and procedure.
- Maintain a close working relationship with principals and directors of assigned schools or departments.
- Review all requests for extended leave for all employees to determine compliance with laws, policies and regulations.
- Analyze and respond to Family and Medical Leave Act requests and inquiries, and requests for accommodation under the Americans with Disabilities Act.
- Respond to subpoena requests.
- Develop and/or implement employee recognition programs.
- Perform other assigned tasks or related work as required and as assigned by the Director of Employment Relations and/or the Assistant Superintendent of Human Resources.
KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the philosophies, principles and practices of public personnel administration; thorough knowledge of employee evaluation systems and current trends in evaluation processes; thorough knowledge of research, data analysis and report presentation techniques; thorough knowledge of current Federal and State laws and regulations applicable to public school employment; and general knowledge of automated data processing applications; ability to establish and maintain effective relationships with senior administrators, school officials, employees and the general public; ability to prioritize and work on multiple projects, ability to maintain the confidentiality of the employee and records; ability to analyze facts and present recommendations effectively in oral and written form; ability to plan, supervise and review the work of clerical subordinates; ability to establish, implement and monitor operational and clerical procedures relevant to personnel record management.

EDUCATION AND EXPERIENCE

Master's Degree in educational administration, personnel administration or related field required. Experience in personnel management, preferably in a school system and at least five (5) total years of successful classroom and school based administrative experience preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license