



DIRECTOR, EMPLOYEE RELATIONS

GENERAL RESPONSIBILITIES

Responsible for personnel policy interpretation and the day-to-day management and operation of the employee relations function within the Department of Human Resources.

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.)

- Supervise, give direction, set objectives and review work of the Employee Relations staff.
- Facilitate grievances, recommendations for dismissal, and process requests for the revocation of licenses issued by the Virginia Department of Education.
- Serve as the Chief Human Resources Officer's designee in all grievance hearings.
- Prepare documentation for grievance hearings.
- Confer with the School Board attorney in preparing the Assistant Superintendent's and/or the Superintendent's case, and prepare all necessary communications.
- Review all recommendations of non-renewal or dismissal of employees and, together with the Chief Human Resources Officer's, prepare a recommendation for the Superintendent including appropriate documentation.
- Confer with attorneys and members of the various employee associations as necessary.
- Supervise the investigation of all cases in which employees have been charged with sexual or physical abuse of children, prepares documentation, and recommends appropriate action to the Chief Human Resources Officer..
- Prepare all documentation and communications necessary to request revocation of teaching certificates.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices and procedures of human resource management, personnel policies, and employment law and regulations; comprehensive knowledge of school division objectives, procedures and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communication skills; ability to establish and maintain working relationships with employees at all levels within the organization; ability to conceptualize, initiate, monitor and evaluate new and/or current programs.



EDUCATION AND EXPERIENCE

Master's Degree in human resource management, public administration, business or a related field. Progressive experience in human resources management.
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

FLSA status: Exempt	Description: Rev. 9/01, 8/13
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