Director of Labor Relations

Posting Date: July 18, 2012
Start Date: As Soon as possible/by July 30, 2012
Contact: Mary Richards, Executive Director, Human Resources
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Please Apply: https://sfusd.searchsoft.net/ats/app_login?COMPANY_ID=00012821

DESCRIPTION: The Director of Labor Relations assists the Senior Executive Director of Labor Relations in providing leadership in developing, achieving and maintaining high quality Labor Relations supports and services; assists in the development of all of the communication and implementation of Labor Relations’ philosophy, goals and objectives to benefit employees and the organization as a whole; is responsible for the operations of the Labor Relation’s department; assisting all unit members in relation to contractual roles and responsibilities, accountability and development programs.

DISTINGUISHING FEATURES: This is the staff member in the Labor Relations division who assists the Senior Executive Director of Labor Relations in conducting all levels of meet and confer sessions on matters within the jurisdiction of labor relations and will consult with site supervisors/department heads and all related personnel on matters of policy prior to and during the meet and confer process. Effective job performance requires the exercise of critical judgment in analyzing complex employee relations problems and in formulating strategic and time sensitive recommendations. Also assists in the development/negotiations of high-level contacts made with elected officials, department heads, legislative bodies, administrative officials, employee organization representatives, the media and the general public.

SALARY/COMPENSATION: Competitive. Determined by Management Salary Schedule and commensurate with experience.

SCHEDULE: 220 Days
SUPervISOR: Senior Executive Director, Labor Relations

ESSENTIAL DUTIES:

1. Assists the Senior Executive Director of Labor Relations in both formal and informal relationships with representatives of recognized employee organizations on matters within the scope of the Employee Relations Ordinance:

• Assists in all meets and confers with representatives of certified employee organizations in order to reach agreements on employee relations matters within the scope of the enabling legislation; helps coordinates activities of management representatives in the meet and confer process, the resolution of disputes concerning memoranda of understanding, impasse
procedures such as mediation, fact-finding and arbitration, and assists in
the preparation of data and the representation of management in such
impasse procedures; supports the development and the preparation of
written memoranda of understanding and grievance/arbitration reports and
recommendations.

• Helps facilitate, coordinate and reviews the progress of meeting and
conferring between the District and representatives of recognized
employee organizations for all department, boards, and commissions
subject to the precisions of the Employee Relation Ordinance.

• Supports the Senior Executive Director of LR in all matters under the
jurisdiction of hearing officers and/or administrative law judges; provides
staff services for such officers as required.

• Provides technical staff assistance to SFUSD officials to assure
reasonable uniformity in all aspects of employee relations policy and
proactive guidance; assists in the direction of the activities of contract
employees engaged in negotiations and related activities; coordinates and
directs the meeting and conferring proceeds, preparation of memoranda of
understanding and grievance resolution procedures/recommendations.

• Helps monitors and evaluate the labor relations program and recommends
revision in policies, procedures and rules to Senior Executive Director of
Labor Relations.

• Develops and maintains a central data clearinghouse on matters
concerning recognized employee organizations, including the status of on-
going labor-management relations at various organization levels,
agreements reached and other items germane to the operation of the
employee relations program.

• Assists in employee organization registration procedures; designates
management, supervisory and confidential personnel within the SFUSD
workforce.

2. Helps develop, enhance, monitor and maintain certificated
evaluations for 4000+ teachers and administrators support and
discipline for 4000+ teachers and administrators:

• Assists HR in the development of a 2-3 year implementation plan including
tools for administrators

• Assists HR professional development for administrators on the new
evaluation process, as well as grievance and discipline procedures and
protocols.

• Provides guidance on all information related to conducting certificated
evaluation in relation to the UESF contract

• Provide 1-1 support for site administrators pertaining to the evaluation,
grievance/discipline and performance management timelines/process.

4. Assists in determination, development and issuance of 45/90
performance and conduct notifications/options for certificated
discipline:

• Interface with Legal regarding grievance/arbitration/mediation cases,
recommendations
• Assist, apprise and consult with HR concerning the development and issuance of 45/90 Day Notices for certificated teaching staff

5. **Assists with management of Labor Relations budget under direction of Senior Executive Director:**
   - Meet with the Senior Executive Director to determine department priorities
   - Coordinate the resources needed for each LR staffer and includes in the LR budget
   - Problem-solve any budget issues with the SED, designated LR budget clerk and other district administrators

**QUALIFICATIONS:**

**TRAINING/EDUCATION:** Administrative Services Credential; completion of a baccalaureate/masters’ degree from an accredited college or university with major course work in labor relations, human resources, personnel, public or business administration, or a closely related field.

**EXPERIENCE:** Five years of human resource experience which must include three years of labor/employee relations and negotiations. Experience with Education Code and bargaining under EERA preferred.