

**TITLE:        *DIRECTOR – EMPLOYEE RELATIONS***

**QUALIFICATIONS:**

1. Bachelor degree in human resources management, business, public administration, education, or closely related field.
2. Minimum five (5) years management experience.
3. Must have served for a minimum of two (2) years in a position that required the investigation of employee relations issues.
4. Extensive knowledge of employment law and regulations required. SHRM-certified Professional (PHR) or Senior Professional (SPHR) preferred.
5. Thorough understanding of human resources principles and practices.
6. Ability to learn current computing technologies and software applications appropriate to the position's job responsibilities.
7. Demonstrated ability to exercise good judgment and maintain consistency in decisions and outcomes.
8. Demonstrated ability to effectively communicate, both orally and in writing. Must be able to prepare comprehensive reports and represent ideas clearly and concisely.
9. Demonstrated ability to build and maintain relationships across schools and departments and with diverse groups, including community and business partners.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Coordinates and directs the Employee Relations program and function ensuring compliance with applicable local, state and federal laws and regulations.
2. Builds and develops a highly motivated team to deliver excellence in customer service.
3. Develops and manages confidential procedures for the handling and processing of complaints and allegations.
4. Performs investigations such as employee working conditions and non-criminal disciplinary cases and provides guidance and recommendations on courses of action.
5. Directs all activities related to the Employee Investigations Committee (EIC).
6. Maintains up-to-date knowledge and understanding of local, state and federal employment laws and judicial decisions and makes appropriate changes to District's policies as needed.
7. Develops and implements anti-discrimination and diversity training programs and initiatives for all employees.
8. Works collaboratively with area, school and department personnel to assist in resolving employee relations issues.
9. Oversees the criminal background check process as it relates to employment eligibility.
10. Develops policies and programs to attract, retain and promote a diverse workforce.
11. Ensures personnel policy manual is up-to-date, communicated and consistently applied.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest **ethics and integrity** of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 04/12/06  
Replaces: Director – Professional Standards  
Salary Level: 8  
Bargaining Unit: S  
Responsible to: Chief of Human Resources

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.