



HR EMPLOYEE RELATIONS SENIOR CONSULTANT – ACADEMIC PROFESSIONALS

BASIC FUNCTION

Under general direction, provide advice, guidance and assistance to District administrators, staff and association partners on a variety of employment and employee performance issues specific to licensed academic professionals; perform routine-to-highly complex investigations on employee related issues; prepare, respond to, recommend and resolve a myriad of complex employee relations issues; lead and participate in developing and implementing employee relations programs which sustain a richly diverse, inclusionary workforce and supports the district's education and equity initiatives.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as a human resources consultant and performance management professional expert for District licensed, professional educators, administrators and managers, employees and employee associations; consult with, coach and support administrators and management in a manner that improves and enhances their knowledge related to building and implementing effective performance management systems. “E”
- Collaborate with administrators and managers in determining appropriate responses to atypical employee behaviors, morale issues, job performance and other employee issues; advise on proper policies and procedures to assist employees in such situations; support and coach principals, managers and supervisors on techniques to effectively address employee and labor relations performance issues. “E”
- Conduct research on professional educator association partners' related issues, matters and concerns; analyze collective bargaining agreements to develop interpretation of intent, spirit, and terms of contracts; serve on and represent management in labor contract negotiations. “E”
- Serve as a District representative and/or consultant in arbitration disputes between labor and management; attend and participate in hearings regarding disputed contract provisions and similar employee-employer relations matters. “E”
- Handle the investigation and disposition of grievances; advise on grievance processing and dealing with disciplinary matters; interpret and explain provisions of the Portland Association of Teachers collective bargaining agreements; meet with organization representatives and licensed administrators to provide consultation services, discuss issues and attempt to arrive at positive solutions. “E”
- Participate in and develop, monitor and/or lead training and implementation of systems for improving the performance of licensed administrators and professional educators; provide technical expertise, consultative services and support for plans of assistance to effect positive and meaningful outcomes. “E”
- Conduct a variety of simple, routine, and highly complex and sensitive districtwide investigations related to grievances, licensed employee and management disciplinary matters, harassment and discrimination charges, complaints and other issues and conflicts; document activities and prepare extensive and detailed reports of findings; recommend corrective actions, consulting with employees, association partners, district management, legal counsel and external stakeholders, as appropriate. “E”
- Assist in, develop, conduct and/or lead trainings related to employee plans of assistance, CBA administration, relevant Oregon Revised Statutes, local, state and Federal laws, district policies and procedures and related issues in public education employment, investigations and performance management. “E”

- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to human resources practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Study the impacts of local, state and federal legislation as they apply to collective bargaining in public K-12 education and employment; participate in the analysis of impending legislation and draft and recommend new and revised district policy language to assure legal compliance with legislation. “E”
- Research District performance management practices with regards to contract provisions, historical practices and similar issues to provide clarity for issues’ resolution. “E”
- Participate in and represent the District at a variety of arbitrations, legal proceedings, meetings, workshops, seminars and in-services. “E”
- May provide consultative services and/or participate in collective bargaining negotiations as assigned.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Employee and Labor Relations Performance Management Consultant – Academic Professionals classification provides subject matter expertise specific to employee and management labor relations issues affecting licensed academic professionals of the District. Incumbents perform the most complex, responsible employee relations work requiring extensive knowledge of the PAT collective bargaining agreement, laws and disciplines within the professional educator and administrator labor and employee relations arena.

EMPLOYMENT STANDARDS

Knowledge of:

General principles, practices, and trends of labor-management relations.
 Traditional and interest-based bargaining practices, techniques and methods.
 Research, analysis and investigation techniques and methods.
 Laws and best practices related to employee and labor relations in the public sector.
 Communication techniques for gathering, evaluating, and relaying information.
 Human Resources principles and best practices.
 Grievance handling.
 Applicable Federal, State, and local rules, regulations and statutes.
 Research methods and data analysis techniques.
 Employee relations principles and practices.
 Mediation techniques.
 Project management techniques.
 School district organization and organizational relationships.
 Record-keeping techniques.
 Training and staff development techniques and methods.
 Elements of effective performance management.
 Oral and written communication skills.
 Customer service principles.
 Operations and applications of a variety of office machines, technologies and software.
 Interpersonal skills using tact, patience and courtesy.

Ability to:

Participate in, lead and/or serve as management’s representative in academic professionals performance management, collective bargaining negotiations, arbitrations, grievance handling, and other employee-employer relations activities.
 Plan, organize, and conduct research, interviews, investigatory and analysis work.
 Read, analyze, and logically interpret and apply appropriate laws, rules, regulations, collective bargaining agreements, supplemental related memoranda, policies, procedures, and instructions.
 Reason logically, analyze situations, and develop and evaluate alternatives and take effective action.
 Accurately secure, evaluate, analyze, and record facts.
 Prepare clear and succinct reports, graphs, correspondence, and statistical reports.
 Communicate effectively verbally and/or in writing.

Consult with and advise interested parties, using good judgment, tact and discretion.
Establish and maintain cooperative relationships and gain confidence with those contacted in the work environment.
Handle stressful and/or sensitive situations with tact and diplomacy.
Learn, interpret, apply and explain contracts, laws, rules, regulations, policies and procedures.
Build rapport with employees and managers in conducting investigations.
Work with district stakeholders with richly diverse academic, cultural and ethnic backgrounds.
Work independently with little-to-no direction, as appropriate.
Demonstrate high ethical standards.
Maintain confidentiality.
Work on multiple projects simultaneously.
Deliver a high-level of customer service to district stakeholders.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
Analyze processes and problems, identify opportunities for improvement, recommend and follow through on approved changes.
Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Employee and Labor Relations Performance Management Consultant – Academic Professionals, requires a Master's degree in Education, Human Resources, Business Administration, Public Administration, one of the Social Sciences, or a related field and five (5) years of professional experience as a Professional Educator – Teacher or Licensed Administrator, with responsibility for conducting a variety of labor/management investigations, trainings, contract negotiations, and related activities, is required.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Work hours will occasionally include irregular hours, evening and weekend meetings, collective bargaining sessions and similar activities.

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment and school setting; occasional evening, weekend, and variable hours.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 40

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P