



EMPLOYEE AND LABOR RELATIONS ASSOCIATE I, II (HUMAN RESOURCES ASSOCIATE I, II)

BASIC FUNCTION

Under close-to-general supervision, perform a variety of routine-to-complex technical duties in support of the District's employee and labor relations programs; develop expertise to serve as a technical resource to district staff, prospective employees, and community partners; participate in developing and implementing employee and labor relations programs which sustain a richly diverse, inclusionary workforce and support 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.

- Perform routine-to-complex and responsible technical and responsible duties in support of employee and labor relations programs and services in such areas as performance management, collective bargaining, grievance procedures and similar activities. "E"
- Learn, interpret and explain rules, regulations, policies, procedures, union contracts, and fringe benefits; serve as an informational resource to District personnel; respond to inquiries, resolve issues and conflicts and provide information concerning District policies, procedures and negotiated agreements; assist in solving unique problems of district employees. "E"
- Develop expertise to, and assist in, negotiating and administering collective bargaining agreements for active and substitute employees according to established District policies and procedures, negotiated agreements, federal and State laws, and the Education Code; gather data, research employee and labor relations regulations and laws, review and report on District past practices and history related to collective bargaining agreements, grievance administration, practices and outcomes. "E"
- Serve as a liaison between employees, Human Resources, schools, district departments, union leadership and administration; learn and resolve issues, conflicts, discrepancies and concerns as necessary. "E"
- Schedule and participate in a variety of cross-functional teams to review and assure follow-through on multiple projects, programs and employee issues related to employee and labor relations administration. "E"
- Develop and provide technical human resources expertise to district and site administrators, managers, supervisors and staff regarding human resource matters. "E"
- Compile data and prepare and maintain a variety of records, logs and reports related to employee and labor relations; establish, update and maintain records and filing systems. "E"
- Input a variety employee health, welfare, LOA, ADA and benefits-related data into assigned computer systems; establish and maintain automated records; initiate queries, extract data and generate a variety of computerized lists and reports; verify accuracy of input and output data. "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 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"

- Develop expertise and keep current of changes and trends in human resource employee and labor relations administration and technologies; attend in-services, conferences and workshops. “E”
- Assist in development, review and revision of human resources written policies and procedures. “E”
- May learn and assist in the ADA Reasonable Accommodation interactive process and work with Risk Management and employees to determine feasibility of return to work with or without accommodations in accordance with local, state and federal laws.
- Perform other 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 Associates’ I & II both participate in and disseminate information related to the District’s employee and labor relations programs for unrepresented employees and those covered under any of the District’s collective bargaining agreements. Employees in this classification series explore and develop strategies to align activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan. Classifications are differentiated by the scope of responsibility, levels of complexity and distribution of assignments.

The Employee and Labor Relations Associate I is the entry level classification in the Employee and Labor Relations series. Employees in this classification provide support to the more routine elements of the assignment, while developing expertise in the more complex areas of employee and labor relations. Upon obtaining exemplary and/or satisfactory performance evaluations, employees in this classification are eligible to transition to the Employee and Labor Relations Associate II classification after no less than one (1) year of work experience as an Employee and Labor Relations Associate I.

The Employee and Labor Relations Associate II is the professional level in the series, participating in and disseminating a broad range of technical information regarding programs and processes related to performance management, discipline, grievances and collective bargaining processes of the district.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of employee and labor relations administration.
- Database, word processing, applicant tracking, and presentation software programs.
- State and federal laws, rules, acts, regulations and guidelines governing collective bargaining, labor relations and K-12 public education programs.
- Report preparation and presentation methods and techniques.
- School district organization and administration.

Ability to:

- Learn, interpret and apply employee and labor relations laws, codes, rules and regulations appropriately.
- Learn and stay current on laws, practices and trends in employee and labor relations programs.
- Read, interpret, implement and communicate a variety of complex laws, guidelines, initiatives and policies.
- Establish and maintain effective and professional relationships with those contacted in the course of work.
- Develop expertise to provide routine, detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.
- Advocate, model, learn and implement Portland Public School’s Racial Equity Initiative and other board policies.
- Perform multiple complex duties simultaneously with constantly changing priorities and deadlines.
- Demonstrate a strong customer service orientation.
- Exhibit patience and empathy towards employees.
- Maintain confidentiality and demonstrate discretion, initiative and good judgment.
- Assure efficient and timely delivery of program services, projects and activities.
- Learn and use a variety of technologies and software programs, such as Pro-Law, Microsoft Office Suite, PeopleSoft, district payroll systems and other software programs.

Education, Training and Experience:

The Employee and Labor Relations Associate I requires a Bachelor’s degree in human resources, business administration, public administration, psychology, sociology, law, or a related field and experience conducting basic research, preparing reports and/or documents.

The Employee and Labor Relations Associate II requires a Bachelor’s degree in human resources, business administration, public administration, psychology, sociology, law, or a related field and a minimum of two (2) years of experience specific to employee and labor relations programs in a high volume, quick turnaround environment or one (1) year of experience as an Employee and Labor Relations Associate.

Experience in a K-12 public school district or public agency is desirable.

Directly related experience performing employee and labor relations programs’ technical and paraprofessional activities may substitute for the required Bachelor’s degree on a year-for-year basis.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

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

Work hours may occasionally require variable hours, including evenings and weekends.

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 with public contact and frequent interruptions.

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; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: N/A
Salary Grades: HRA I-13; HRA II - 22

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