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## **EMPLOYEE AND LABOR RELATIONS MANAGER SENIOR MANAGER - EMPLOYEE AND LABOR RELATIONS (HUMAN RESOURCES MANAGER & SENIOR HUMAN RESOURCES MANAGER)**

### **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; perform routine-to-highly complex investigations on employee related issues; prepare, respond to, recommend and resolve employee and bargaining unit grievances and employee relations issues; lead and participate in developing and implementing 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 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 union related matters; 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 District representative in arbitration disputes between labor and management; attend hearings to advance District position regarding disputed contract provisions. "E"
- Handle the investigation and disposition of grievances; advise on grievance processing and dealing with disciplinary matters; interpret provisions of collective bargaining agreements with employee organizations; meet with employee organization representatives to discuss issues and attempt to arrive at positive solutions. "E"
- Participate in and develop, monitor and/or lead implementation of systems for improving the performance of individuals and teams; provide direct technical expertise and support for plans of assistance to enhance effectiveness. "E"
- Conduct a variety of simple, routine, to extensive, highly complex and sensitive districtwide investigations related to grievances, employee disciplinary matters, harassment, discrimination charges, complaints and other issues and conflicts; document activities and prepare reports of findings; recommend and implement corrective actions, consulting with employees, district management, legal counsel and external stakeholders as required. "E"

- Furnish information, such as reference documents and statistical data concerning labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs, for use in review of current contract provisions and proposed changes. “E”
- Assist in, develop, conduct and/or lead trainings related to employee plans of assistance, CBA administration, district policies and procedures and associated issues in public employee 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 impact 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 meetings, workshops, seminars and in-services. “E”
- May lead 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**

Both levels of the employee and labor relations management series participate in a variety of investigations, contract negotiations and arbitrations and conduct related studies, analyses and trainings to ensure legal compliance in administering board policies, collective bargaining agreements and supplemental contractual memoranda which promote positive employee relations and effective performance management systems. Employees may be assigned to perform either or both employee relations and/or labor relations activities. 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.

The classifications are differentiated by the scope of responsibility, independence, decision-making, impact, consequences of error in actions and recommendations and the degree of complexity of investigations, negotiations and arbitrations, analysis and reporting of employee behavior(s), which may lead to disciplinary and/or legal action.

The Employee and Labor Relations Manager is the first-level professional in the series. Assignments at this level typically focus on either employee relations (performance management, investigations and staff coaching/training) or labor relations (collective bargaining, contract administration, contractual dispute resolution) activities. Duties and responsibilities require research, analysis, and, within well-defined boundaries, the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures in the field of employee and labor relations. Employees in this classification may lead, supervise or manage the work of professional and support staff.

The Senior Manager - Employee and Labor Relations, performs the full scope of professional-level work in employee and labor relations. Under minimal direction, incumbents perform the most complex, responsible work requiring extensive knowledge of the laws and disciplines within the labor and employee relations arena. Employees at this level exercise latitude in use of discretion and judgement and may serve as the lead District representative in legal proceedings, arbitrations, investigations and related activities. Employees in this classification may lead, supervise or manage the work of managers, professional and support staff.

## **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 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 Manager requires a Bachelor's degree in Legal Studies, Human Resources, Business Administration, Public Administration, Social Science, or a related field and three (3) years of experience conducting a variety of labor/management investigations, trainings, contract negotiations, and related activities or two (2) years performing employee and/or labor relations duties at the Senior Analyst level within one of the Portland Public Schools Human Resources disciplines.

A J.D. or LL.M will substitute for the required experience at the Employee and Labor Relations Manager level.

The Senior Manager - Employee and Labor Relations requires a Bachelor's degree in Legal Studies, Human Resources, Business Administration, Public Administration, Social Science, or a related field and five (5) years of experience conducting highly complex, multi-faceted labor/management investigations, serving as the employer representative in collective bargaining and arbitration hearings and developing and conducting employee performance management and investigation trainings, or three (3) years as an Employee and Labor Relations Manager with Portland Public Schools.

A J.D. or LL.M will substitute for three (3) years of the required experience at the Senior Manager – Employee and Labor Relations level.

Experience in K-12 public education is preferred.

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; 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.

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: HR MGR – 34; SR HR MGR 37

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