



## **SENIOR DIRECTOR - EMPLOYEE & LABOR RELATIONS**

### **BASIC FUNCTION**

Under administrative direction, provide leadership, direction, and guidance to the Employee and Labor Relations Division and staff of the Human Resources Department; direct and support stakeholders and staff to proactively resolve and prevent labor disputes; serve as chief negotiator over multiple employee groups' collective bargaining agreements; collaborate with District and employee leadership and staff to identify and resolve employee issues.

### **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.*

- Direct the activities and staff of the District's Employee and Labor Relations Division of the Human Resources Department; manage the collective bargaining, contract implementation, performance management, grievance resolution activities of the district; direct and disseminate information and training related to collective bargaining agreements, performance management, employment and labor law and related areas. "E"
- Serve as primary contact for the unions regarding contract implementation and administration; meet with union officials, District representatives and unit members to develop and maintain collaborative working relationships, discuss issues and perform various actions related to employees and union contracts. "E"
- Work with stakeholders, bargaining and management teams to develop negotiation strategies, contract language and communications plans; meet with District leadership and the Board of Education to advise on activities, operations and developments in negotiations and collective bargaining matters. "E"
- Prepare for and lead negotiations, impasse resolution, and contract administration activities; research history and practices applied in contract negotiations and implementation; develop and oversee preparation of proposed and finalized contract language. "E"
- Analyze negotiated agreements and develop interpretation of intent, spirit, and terms of contracts to counsel management in development and application of labor relations policies; oversee and conduct research, surveys, and statistical studies and write reports relative to findings. "E"
- Develop recommendations and advise management on making determinations regarding interpretation and application of provisions of labor agreements, ensuring compliance with laws, policies, and collective bargaining agreements. "E"
- Advise managers, supervisors and employees on performance management and other workplace issues; oversee and conduct investigations as needed; recommend solutions to disputes and/or performance or misconduct issues; provide consultation services on disciplinary actions to ensure consistent and fair application of the principles of due process and just cause, as well as collective bargaining agreements and District policy; develop and conduct District trainings related to contract administration, employment law, district policies and procedures and associated issues in public employment. "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”
- Work with legal counsel and independently to conduct investigations on complex matters of concern and/or discrepancies in performance management, contract implementation, discrimination, sexual harassment and similar issues; work with district management, legal counsel, internal and external stakeholders to resolve contract and employee relations issues; lead fact finding investigations, coordinate responses to employee grievances; prepare for, attend and represent the District at arbitration, mediation, and appeal hearings; attend and testify in legislative sessions, court proceedings, mediation hearings and similar events. “E”
- Evaluate programs, plans, processes, systems and procedures to achieve district goals for performance management, employee relations, collective bargaining and contract administration. “E”
- Study the impact of local, state and Federal legislation as it applies to employment and collective bargaining in public K-12 education; 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 situations related to various aspects of employment practices to provide clarity for resolution in consideration of contract provisions, historical practices and similar issues; interpret Board policies and procedures for District leadership, department staff, employees, union leadership and District stakeholders; draft and recommend policies and procedures pertinent to the operations of the District’s employee and labor relations programs. “E”
- Supervise the performance of assigned personnel; interview, select, train and mentor employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Maintain active participation in organizations which serve to promote best practices in employment and labor relations; participate in and represent the District at a variety of meetings, workshops, seminars and in-services. “E”
- 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 Senior Director of Employee and Labor Relations provides leadership in developing, achieving and maintaining high quality employee and labor relations programs, supports and services. This employee is a highly skilled negotiator, facilitator and collaborative partner who implements, articulates and promotes the District’s policies, procedures, philosophy, goals and objectives in employee/employer relations as well as the contractual roles, responsibilities and accountability of all stakeholders in the employment arena.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

Principles and best practices of employee and labor relations, collective bargaining, and employment laws.

Human Resources theories, practices, and techniques.

Effective, listening, presentation, group facilitation, influencing, and negotiations techniques.

Supervisory principles.

Labor and Employee Relations programs’ development and administration principles and practices.

Local, state and Federal public employment and labor relations laws.

Research methods and data analysis techniques.

Negotiation and mediation techniques.

Project management techniques.

School district organization and organizational relationships.

Oral presentation and written communication skills.

Operations and applications of a variety of office machines, technologies and software.

Interpersonal skills using diplomacy, tact, patience and courtesy.

**Ability to:**

Build strong relationships and partnerships with various interest groups.

Interpret, apply and explain contracts, laws, rules, regulations, policies and procedures.

Effectively mediate and resolve conflict.

Reconcile labor relations issues in the context of both existing labor agreements and desired future states of District labor and employee relations.

Build rapport and establish and maintain professional and collaborative working relationships with all contacts.

Manage multiple complex projects simultaneously.

Effectively communicate, collaborate and work with a variety of stakeholders with richly diverse academic, cultural and ethnic backgrounds.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Demonstrate high ethical standards.

Maintain confidentiality.

Effectively supervise, train, develop and mentor assigned staff.

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 challenges, identify opportunities for improvement, recommend and follow through on approved changes.

Learn a variety of web-based District software.

Prepare and present data in written reports and public presentations.

Operate a variety of office machines, technologies and software including word processing, spreadsheet, data base and presentation software.

**Education and Training:**

A Bachelor's degree in Human Resources, Industrial Relations, Public Administration, Organizational Development, or a related field is required.

**Experience:**

Seven (7) years of experience negotiating, implementing, interpreting and explaining collective bargaining agreements, investigating and resolving grievances and employment/labor issues, conducting trainings, developing policies and procedures and preparing reports in a multi-union public employment labor relations environment, in which three (3) of these years must have been served in the role of Chief Negotiator, is required. Experience in K-12 public education is preferred.

A Master's degree in one of the above-identified fields may substitute for two (2) years of the required experience.

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 include irregular hours, evenings and weekends to prepare for and participate in collective bargaining agreement negotiations activities and to attend a variety of meetings.

Positions in this classification 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

Approval Date: July 6, 2015

Bargaining Unit: Non-Represented

Salary Grade: SL 100

*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*