



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Director, Employee & Labor Relations
JOB CODE: C-015
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Human Resources and Equity Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Oversees a comprehensive, district-wide employee and labor relations program including contract administration, grievance processing, training programs and contract negotiations focused on positive employee relations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Employee & Labor Relations shall carry out the essential performance responsibilities listed below.

- This position supervises staff in the performance of job duties.
- Conduct contract negotiations, write contract proposals and counterproposals, and conduct research relating to bargaining positions, for all employee groups represented by unions, meet and confer groups or associations.
- Meet with representatives of certified bargaining agents, meet and confer groups and/or association representatives to discuss matters of mutual concern.
- Provide assistance to school district employees and administrators in resolving problems related to employee relations.
- Assist in the development and implementation of training seminars for managerial personnel in the areas of positive employee relations, contract administration, grievance processing and negotiation skills.
- Provide interpretations of collective bargaining agreements and School Board policies, rules and administrative procedures which are related to collective bargaining.
- Inform administrators and representatives of school district bargaining units and meet and confer groups of contractual obligations imposed by collective bargaining contracts and district policy.
- Interpret and communicate contract provisions, Board policies, personnel procedures, and other matters of importance to school-based and District Administrators.
- Write contract proposals and counterproposals, conduct research relating to bargaining positions, and conduct contract negotiations.
- Hear grievances as directed and negotiate the resolution of settlements.
- Ensure all department priorities and projects assist in achieving the District's Strategic Plan.
- Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate successfully in training programs to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform all other related duties as may be assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in labor relations, employee relations, human resources, public administration, or a related field from an accredited institution.
- A minimum of eight (8) years, within the last ten (10) years, of labor relations, collective bargaining and/or employee relations experience.
- Prior experience as a lead negotiator and experience administering multiple labor agreements.

- Knowledgeable of statutes and regulations governing employment and labor including, but not limited to, Equal Employment Opportunity Commission (EEOC), National Labor Relations Act (NLRA), Fair Labor Standards Act (FLSA), and the Labor Management Reporting and Disclosure Act (LMRDA).
- Advanced negotiation and conflict resolution skills.
- Effective verbal and written communication skills.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree in labor relations, employee relations, human resources, public administration, or a related field from an accredited institution.
- Certification in Labor Relations from an industry recognized Labor Relations association and/or Professional in Human Resources (PHR) certification from the Society of Human Resources Management.
- Labor and employee relations experience in a large school system or comparable government entity.
- Knowledge of relevant Florida statutes governing collective bargaining.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

On a continuous basis, works with all levels of employees, labor organizations, and collaborates with local, regional, state and national institutions, organizations and agencies to ensure the delivery of effective employee & labor relations practices that enhance the quality of education for students of Broward County Public Schools.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

Board Approved: 8/7/80

ER80-12 Approved: 10/2/80

Board Approved: 2/16/84 &

Adopted: 3/1/84

Revised: 3/21/85 &

Adopted: 4/15/85

Item G-7: 11/6/86

Reclassification: 6/22/89

Realigned: 4/13/89

Realignment & Title Change: 3/19/96

Revised: 4/21/98

Adopted: 5/19/98

Realignment Title Change: 4/13/99; 5/9/00

Revised and Adopted: 12/16/03*

Revised: 5/18/06

Revised: 7/19/07

Revised: 10/01/2012

2012-2013 Organizational Chart

Board Approved: 6/11/13

Board Adopted: 7/23/13

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15

Board Approved: 12/6/16

Board Adopted: 2/7/17