Employment Relations Specialist

BASIC FUNCTION:

Assists the district in achieving its goals and mission by assisting with management of relationships with the district’s various bargaining units. Responsible for providing support and assistance to district administrators and supervisors in all aspects of employee relations. Conducts research on employment laws for policy and handbook updates and revisions; participates in contract negotiating sessions, participates in complaint and disciplinary procedures, and reviews background check reports.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists in negotiations by serving on bargaining teams and acting as the spokesperson for the Board. Collects and reviews data, plans negotiating strategy, prepares and presents proposals and counter proposals, represents the Board in mediating sessions and prepares final offers.
- Hearing officer for first step grievances and complaints. Investigates the facts, drafts dispositions, and directs implementation of dispositions.
- Represents the Board in the final steps of the grievance procedure by interviewing potential witnesses, research and planning, preparing exhibits, representing the Board at hearings, questioning witnesses at hearing, presenting oral arguments, and directing award implementation.
- Advises administrators on the implementation of MPS Employee Handbook, Board policies and procedures, and work rules.
- Acts as hearing officer for Central Office level employee disciplinary proceedings. Issues final written disciplinary decision.
- Assists administrators in employee disciplinary matters, including investigating the facts and preparation for the disciplinary hearing.
- Attends and provides support to MPS administrators in disciplinary hearings.
- Evaluates evidence with administrators to determine appropriate levels of discipline for violations of administrative work rules, policies and procedures.
- Meets with employees and/or employee representatives to discuss the resolution of employment relations matters and to outline settlement alternatives.
- Meets with administrators to help them create and manage the process of having employees on performance improvement plans.
- Prepares and presents employment relations in-service courses; represents the department at Board and committee meetings; prepares materials to train administrators on policies and procedures as well as various employment handbook processes.
- Performs research as directed on employment relations matters.
- Represents the department in various meetings and on committees as directed.
- Reviews background check reports conducted on classified and certificated staff, contracted schools employees, and various contractors and vendors in the District.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.
QUALIFICATIONS:

- Law degree from an American Bar Association accredited law school is required.
- Licensed to practice law in the State of WI preferred.
- Cannot be in poor standing with any state bar.
- At least three years of previous employment or labor relations experience, preferably in a public sector environment, is desired.
- Level I – II, based on experience
- Salary Range: $70,465 – 111,610

QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Department of Human Resources. The identities of all “final candidates” may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.