



SEATTLE PUBLIC SCHOOLS  
invites applications for the position of:

# Director of Labor Relations

An Equal Opportunity Employer

**SALARY:** \$109,690.00 - \$148,168.00 Annually

**OPENING DATE:** 02/25/19

**CLOSING DATE:** 03/15/19 10:00 AM

**REQUIRED ATTACHMENTS:**

**DESCRIPTION:**

Under general direction of the Chief Human Resources Officer coordinates all labor relations activities involving Seattle Public Schools' support services (custodians, security, nutrition services, facilities/trades etc.). Leads and directs the critical functions of labor relations and collective bargaining. This position is responsible for negotiating and interpreting collective bargaining agreements, and works with the School Board, the executive team, and union officials to implement agreements. Works collaboratively with union officials to improve and align labor relations in alignment with the District's strategic plan.

**ESSENTIAL FUNCTIONS:**

**20%**

Serves as the District's chief negotiator for non-educator unions. Collaborates with the Chief Human Resources Officer in the selection and training of the District's negotiating teams. Collaborates with the School Board and Superintendent's Cabinet to determine strategies and parameters for negotiating activities during informal and formal bargaining sessions. Determines negotiating strategies and techniques appropriate to achieving settlement.

**40%**

Implements organized system of case management and ensures grievances are processed in a timely manner. Supports school leaders and program managers in understanding and interpreting the collective bargaining agreements. Serves as catalyst for a supportive and caring work culture.

**15%**

Provides overall direction in the employee grievance process for unions. .Advises management on grievance trends and works with administrators on specific problems. Conducts individual and group in- service training. Conducts pre-arbitration mediation.

**10%**

Maintains channel of communications between unions and District management as required to disseminate and exchange information, establish bargaining positions, and arrive at equitable agreements. Interprets collective bargaining agreements for management and the public, including news media.

Trains district leadership on requirements of the collective bargaining agreements.  
Develops plans, guidelines, and procedures for the District's labor relations program.

Briefs District management and the School Board on labor relations and collective bargaining matters. Participates in related decision-making processes.

**5%**

Performs on-going assessment of District's labor relations positions and agreements. Prepares reports for District management and the public. Provides recommendations and support for management decision-making processes. Recommends improvements to labor relations and contract negotiations. Directs the development of a labor relations program budget and ensures that expenditures are in accordance with budget allocations and fiscal procedures. Delegates and assigns duties and responsibilities to assigned staff. Reviews work and evaluates performance of staff. Evaluates program activities and provides reports for administrative decision-making.

**5%**

Establishes goals and objectives for the labor relations process that are consistent with goals, objectives and parameters established by the School Board, Superintendent and Chief Human Resources Officer.

**5%**

Serves as a member of the Human Resources Administration management team. Attends meetings, serves on committees and works on special projects for the division. Works in a collaborative manner with other staff on administrative issues.

**OTHER FUNCTIONS:**

- Stays current with national trends labor law, collective bargaining and school reform.
- Provides leadership for all background checks and outcome of background checks in accordance with legal mandates.
- May perform related duties consistent with the scope and intent of the position.

**CABINET CORE COMPETENCIES:**

**Managing Vision and Purpose**

Communicates a compelling and inspired vision or sense of core purpose; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.

- Develops a clear sense of purpose and mission that captures the imagination of others.
- Shares vision in a way that influences others as demonstrated by their words and actions.
- Anticipates and identifies long-term, future organizational needs and opportunities.

**Accountability**

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules..

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

**Planning**

Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects; anticipates roadblocks and develops contingencies to redirect tasks so momentum is not lost

- Allocates and coordinates time effectively and efficiently to avoid conflicts.
- Anticipates potential problems and develops plans to address them.
- Develops an appropriate work plan to achieve results.
- Monitors progress, responds to problems and measures performance

### **Getting Results (Action Oriented)**

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

### **Collaboration**

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

### **Decision Quality & Problem Solving**

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

### **Integrity**

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

### **OTHER RELEVANT COMPETENCIES:**

#### **Strategic Agility & Innovation Management**

Anticipates future consequences and trends accurately; brings creative ideas to market; recognizes strategic opportunities for change; creates competitive and breakthrough strategies.

- Sees ahead clearly and accurately anticipates how potential ideas may play out.
- Thinks holistically by combining ideas in unique ways or making connection between different ideas.
- Examines and evaluates potential solutions to determine where the greatest gain can be achieved.
- Creates new ways of thinking to address complex issues.

#### **Customer Focus**

Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high- quality customer service.

- Makes customers and their needs a primary focus of his/her actions.
- Thinks ahead and considers the impact of actions both internally and externally.
- Develops trust, credibility and maintains strong relationships with customers.
- Goes the extra mile to satisfy customer needs and expectations.

#### **Creativity**

Generates many new and unique ideas; makes connections among previously unrelated notions, is unafraid to use unorthodox methods, is seen as original and value-added in brainstorming setting.

- Generates a lot of new and unique ideas.
- Brainstorms multiple and value-added solutions to problems.
- Draws from multiple resources and perspectives to come up with new ideas and approaches.
- Creates new and effective processes and systems.

### **Managing Relationships**

Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all.

- Relates well to all kinds of people inside and outside of the organization.
- Works to create win-win scenarios.
- Shares appropriate information to find common ground.
- Puts own agenda aside in order to achieve organization's goals.

### **Organizational Agility**

Knowledgeable about how organizations work; gets things done both through formal and informal channels; effectively maneuvers through complex political situations.

- Understands the interests, motivations and agendas of others.
- Uses the "informal" channels to get things done without creating problems with the "formal" channels.
- Demonstrates an understanding and consideration of how actions may impact stakeholders.
- Makes comments that move the group or situations towards a productive outcome.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Labor law.
- Collective bargaining strategies and process.
- Labor relations issues in education or educational related organizations, and other governmental agencies with multiple unions.
- Work effectively with individuals and groups regarding sensitive or controversial issues.
- Establish rapport with management and employee organizations.
- Communicating and working collaboratively with management and employee organizations to support the educational mission of the District.
- Analyze problems and recommend solutions.
- Provide leadership and direction.
- Communicate effectively in speech and in writing.
- Effectively represent the District before the public.
- Take individual initiative, accept responsibility and be held accountable.
- Coordinate multiple activities simultaneously.
- Adapt to change and remain flexible.
- Establish and maintain effective working relationships with District staff and administrators, students, parents or guardians, labor organizations, outside agencies and the public, in a multicultural community.
- Work flexible hours.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION:**

Bachelor's degree with an emphasis in labor relations.

#### **EXPERIENCE:**

Five (5) years' experience in labor and employee relations and/or employment law or closely related field. Public school experience working with labor partners and/or experience as a lead negotiator preferred.

**CERTIFICATIONS & LICENSES:**

Washington State driver's license or evidence of equivalent mobility.

**CLEARANCES:**

Criminal Justice fingerprint and background check.

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal.

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, 206-252-0024, or [hreeoc@seattleschools.org](mailto:hreeoc@seattleschools.org)

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, 206-252-0306, [oscr@seattleschools.org](mailto:oscr@seattleschools.org), or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, 206-252-0367, or [Title.IX@seattleschools.org](mailto:Title.IX@seattleschools.org)
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or [accessibility@seattleschools.org](mailto:accessibility@seattleschools.org)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.seattleschools.org/careers>

Job #15485  
DIRECTOR OF LABOR RELATIONS  
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OUR OFFICE IS LOCATED AT:  
2445 3rd Ave South  
Seattle, WA 98124-1165  
206-252-0215  
[marobinson@seattleschools.org](mailto:marobinson@seattleschools.org)

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**Director of Labor Relations Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's degree with an emphasis in labor relations?  
 Yes  
 No
- \* 2. Do you have five (5) years' experience in labor and employee relations and/or employment law or closely related field?  
 Yes  
 No
- \* 3. Do you have public school experience working with labor partners and/or experience as a lead negotiator?  
 Yes    No
- \* Required Question