



SEATTLE PUBLIC SCHOOLS
invites applications for the position of:

Human Resources Labor Employee Relations – Sr. HR Analyst -Employee Misconduct

An Equal Opportunity Employer

SALARY: \$78,291.20 - \$105,747.20 Annually

OPENING DATE: 11/12/19

CLOSING DATE: Continuous

REQUIRED ATTACHMENTS:

OVERVIEW OF POSITION:

This position is open until filled. Applicants who apply by Dec. 1 will be given first consideration. Interviews are TBD.

This position's responsibilities are performed under the primary direction of the Director of Labor and Employee Relations. The Analyst performs a variety of Human Resources functions in support of Labor and Employee Relations. The position's primary responsibility is to analyze and review the processing of employee misconduct/complaint resolution cases (including but not limited to harassment, discrimination, retaliation), which includes, writing appropriate letters upon review of policies and procedures. Other responsibilities include creating and maintaining detailed spreadsheets to track departmental and District matters; researching and developing materials for the department. The Analyst will coordinate and oversee the standardization of critical systems.

Performs a variety of Human Resources functions in support of Labor and Employee Relations. Researches and develops materials for collective bargaining, employee misconduct, complaint resolution and employee performance evaluation processes. Responds to labor organization information requests. Coordinates and oversees standards and best practices for conducting research and statistical analysis, writing reports, proposals and recommendations, and serves as a resource regarding Human Resources procedures and programs. Supports operational procedures for an Alternative Dispute Resolution Program ensuring maximum utilization of available staff and resources.

ESSENTIAL FUNCTIONS:

50%

- Researches, gathers information, responds to labor organization information requests and maintains necessary documentation.
- Coordinates analysts to assist Human Resources management with collective bargaining /employee agreement negotiations.
- Maintains a collaborative relationship with department and District staff supervisors and employee group representatives.
- Oversees the process for compiling and analyzing proposals.
- Works as a team to establish and maintain a tracking system for updating and finalizing tentative agreements and employee collective bargaining agreements and/or employee bulletins and other related communications.

10%

- Supports labor contract administration by performing complex research and statistical analysis, conducting salary and other employee comparable data surveys and providing reports and written summaries as needed.

5%

- Supports Alternative Dispute Resolution program work processes and procedures, including a case management, tracking and statistical reporting system.

5%

- Prepares clear, concise and accurate narrative and statistical reports, documents, correspondence, procedures and other written materials.
- Makes sound, independent decisions within established legal, policy and procedural guidelines.
- Communicates effectively orally and in writing.
- Establishes and maintains effective working relationships with those contacted in the course of the work.
- Collects, analyzes and interprets information and makes recommendations.

5%

- Assists assigned managers, analysts and support staff in conducting investigations into allegations of misconduct, policy violation and violation of the law.
- Provides written reports of transactions and makes recommendations based on an analysis of the information, past practices and applicable laws, regulations, contract language and District procedures.

5%

- Oversees the maintenance of records and documents for areas of assignment.
- Tracks and maintains logs for materials received and response time lines.

5%

- Designs, implements and manages detailed systems used to track and report data.

5%

- Assists in conducting Human Resources policy and program research and development projects, including developing research format, collecting data, formulating results and regularly creating reports.

5%

- Serves as a resource to the department in coordinating and establishing customer service protocols.
- Works as a team member and/or lead for other department staff and outside staff involved in reviewing and updating processes and procedures for area of assignment, or as assigned.

5%

- Works as part of a team and/or leads research projects to respond to inquiries.
- Counsels employees and supervisors on processes and grievance and investigation timelines.
- Creates forms and processes for tracking departmental work.

OTHER FUNCTIONS:

- May perform related duties consistent with the scope and intent of the position.

DISTRICT-WIDE CORE COMPETENCIES:**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.

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.

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.

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.

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.

Managing and Measuring Work

Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress and results; designs feedback loops into work.

- Identifies people and resources necessary to accomplish tasks.
- Develops success indicators and monitors and reports status based on those indicators.
- Develops effective communication skills and tools to interact with team

Managing Vision & 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.

Intellectual Acumen

Is intelligent and capable; deals with concepts and complexity comfortably; is good at learning and deciphering new knowledge; able to assimilate new skills independently.

- Demonstrates and is described as someone who is intellectually sharp, agile and capable.
- Handles concepts and complexity comfortably.
- Demonstrates the ability to comfortably shift thinking on a dime.

Written Communications

Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that instigate appropriate actions.

- Demonstrates and is described as someone who is intellectually sharp, agile and capable.
- Handles concepts and complexity comfortably.
- Demonstrates the ability to comfortably shift thinking on a dime.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Human Resources-related principles, practices, procedures, laws and regulations.
- Public sector/labor relations laws and practices.
- Microsoft Office Suite proficiency to include financial/operational performance modeling, report writing and pivot tables, and ability to create and debug Excel macros.

Skilled in:

- Strong interpersonal skills.
- Excellent verbal and written communication.
- Being detail oriented and confident with large datasets.
- Time management and timeline comprehension.

Ability to:

- Effectively make presentations to a diversity of groups.
- Establish and maintain effective working relationships with District staff, union representatives and a multicultural community.
- Interpret regulations and guidelines.
- Collect and manage data from a variety of sources.
- Analyze and confirm data, and test and verify reports.
- Appropriately plan and organize multiple projects.
- Work with minimal supervision and take initiative in pursuing departmental responsibilities.

- Perform moderately complex research work.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATION:

A typical way to obtain the knowledge and abilities would be five (5) years of related work experience, which has included duties applicable to the specific areas of assignment, i.e., negotiations, conducting complaint investigations and resolutions, completing statistical analyses and research, writing reports and proposals, conducting salary surveys, responding to Labor organization information requests and providing summaries of data collection; Bachelor's Degree in Human Resources, Public or Business Administration or closely-related field; or an equivalent of education and experience. Any equivalent combination of education, experience and training that provides the relevant knowledge, skills and abilities to perform the work will be considered.

DESIRED CERTIFICATION & LICENSES:

Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR)

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

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, 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
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or accessibility@seattleschools.org

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

Job #17057
HUMAN RESOURCES LABOR EMPLOYEE RELATIONS – SR. HR
ANALYST -EMPLOYEE MISCONDUCT
DL

OUR OFFICE IS LOCATED AT:
2445 3rd Ave South
Seattle, WA 98124-1165
206-252-0215
seridick@seattleschools.org

Human Resources Labor Employee Relations – Sr. HR Analyst -Employee Misconduct Supplemental Questionnaire

- * 1. Do you have related work experience in analyzing and reviewing the processing of employee misconduct/complaint resolution cases (including but not limited to harassment, discrimination, retaliation)? This would include writing appropriate letters upon review of policies and procedures.
- Yes No
- * 2. Do you have a Bachelor's Degree in Human Resources, Public or Business Administration or closely-related field; or an equivalent of education and experience? Any equivalent combination of education, experience and training that provides the relevant knowledge, skills and abilities to perform the work will be considered.

Yes No

* Required Question