

Apply Here:

<https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=1PI>

38961 SENIOR MANAGER, LABOR AND EMPLOYEE RELATIONS

HUMAN RESOURCES

Sr. Manager, Labor and Employee Relations

Traditional 235 work days

FTE: 1.0

Salary Range: Commensurate with experience.

Essential Functions and Objectives:

Under the general direction of the Director of Labor Relations, the Labor & Employee Relations Senior Manager is responsible for managing and overseeing the employee and labor relations programs and functions of the Denver Public Schools. The Senior Manager is a key leader in building and sustaining collaborative and effective relationships with our Labor partners. The Senior Manager plays a lead role in the administration and enforcement of collective bargaining agreements, handling grievance, discipline matters, dispute resolution, training, and policy and procedure compliance. The Senior Manager will be responsible for guiding and coaching leaders to effectively manage employee relations with the expectation of creating a strong culture of engagement, development, retention, and positive customer service.

- Builds positive relationships across the HR function to bring the employee perspective to relevant strategic human capital initiatives.
- Ensures employee relations investigations are timely, thorough, and escalated in adherence to company policies.
- Provides guidance to administrators on performance management, conflict resolution, grievance administration and behavioral incidents.
- Ensures compliance, and acts as subject matter expert, of District policies and collective bargaining agreements.
- Oversees and participates in the development and delivery of training sessions of labor and employee relations matters, including policy and collective bargaining agreement compliance, counseling methods, mediating employee disputes, and disciplinary process.
- Chairs labor-management meetings and works with managers and union leaders to resolve workplace issues.
- Serves as a hearing officer for Level 2 Grievances and acts as advisor for lower level grievances/informal complaints.
- Collaborates with the Office of the General Counsel and leadership, as needed, to resolve complex employment, legal and HR compliance issues.
- Serves as a senior HR administrator dealing with personnel and labor relations matters, ensuring that actions are acceptable and consistent with District practices, applicable bargaining agreements and state & federal employment laws.
- Proactively assess staff relations trends and problematic areas and make policy, program or process changes.
- May serve as the District's lead negotiator for assigned bargaining units (up to 9) and ensure that resolutions are consistent with District initiatives and requirements.
- Participates in collaborative workgroups partnering management and labor organization towards collaborative goals.
- Participates in strategic planning processes for department and organization; and implement initiatives.
- Manages unemployment claims issued, prepare documentation for response, and ensure representation for hearings.
- Performs other related duties as assigned.

Knowledge, Experience & Other Qualifications:

- Five (5) or more years of progressively responsible experience in labor and employee relations in an organized setting required.
- Two (2) years progressive management experience required.
- Must have experience in the following human resource areas: collective bargaining, employee relations, employment law, investigation, leaves, grievance handling, policy interpretation, hearing officer activities, alternative dispute resolution and arbitration.
- Demonstrated experience in developing and managing a labor and employee relations strategy.
- Demonstrated experience in the collective bargaining process.
- HRIS and report writing experience required.
- Experience in re-engineering operations and processes; developing new strategies; and leading change initiatives.
- Experience in education or public sector organization preferred.
- Bilingual skills in Spanish preferred.
- Comprehensive knowledge of Federal, state and local employment law (e.g., FMLA, FLSA, ADA).
- Advanced knowledge of financial laws (e.g. TABOR) and policies/issues related to school administration (e.g. in loco parentis).
- Knowledge of the laws and statutes dealing with the employment of Special Service providers (e.g., Social Workers, Nurses, Psychologists, transportation workers and mechanics).
- Knowledge of school and student law (e.g., NCLB, FERPA, child abuse reporting requirements).
- Knowledge of educator licensure and dismissal statutes.
- Knowledge of basic criminal law and process.
- Knowledge of bargaining unit agreements.
- SPHR/PHR or SHRM CP/SHRM SCP certification preferred.
- Alternative Dispute Resolution Certification desirable.
- Valid Colorado Driver's License, appropriate insurance coverage and acceptable driving record for the past three years.

Education Requirements:

- Bachelor's degree required. Advanced degree in related field or Juris Doctorate preferred.

Other information:

Our Human Resources Team is an integral part of DPS. Although we aren't always in the schools, we're in it for the kids. We work closely with our school leaders to ensure we're putting great teachers in every classroom, and take great care to ensure DPS hires and retains the highest quality candidates for all roles throughout the district. We do this by incorporating our Shared Core Values—Students First, Integrity, Equity, Collaboration, Accountability and Fun – into everything we do. Additionally, we support retention of our valued team members in a variety of ways including facilitating professional development and performance management activities and designing and managing Total Rewards Programs to help Team DPS achieve health and wellness for themselves and their families. When you join us, you join a dedicated, diverse team of over one hundred professionals who come from many walks of life. One thing we all share is a deep sense of commitment to support Denver Public Schools' vision: Every Child Succeeds.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.