



Job Title: Director of Employee Relations

Exemption Status/ Exempt

Reports to: Assistant Superintendent of HR

Date Revised: February 2022

Dept./School: Human Resources Department

Primary Purpose:

Direct and manage the strategic planning and execution of employees' work relationships and ensure a positive work environment. Responsible for supporting the Assistant Superintendent of Human Resources in the overall management of the district's human resources function. Develops and oversees policy administration on employee misconduct and employee discipline.

Education/Certification:

- Master's Degree in Human Resources or Educational Leadership

Experience:

- Minimum of five (5) years of progressively responsible experience in human resources management or public school administration
- Minimum of three (3) years of supervisory experience
- Human Resources certification: pHCLE, SPHR or PHR, preferred

Special Knowledge/Skills/Abilities:

- Knowledge of Human Resources Information Systems
- Ability to demonstrate a strategic, consultative approach to resolving Human Resources related issues within employee relations
- Ability to interact effectively, courteously, and diplomatically with employees, employee organization representatives, and staff at all levels
- Ability to initiate and recommend policies
- Knowledge of general and education employment law and hearing procedures
- Proven ability to present a positive image for the district, maintain a professional demeanor, provide effective customer service and make good decisions
- Maintain current knowledge of current rules, policies, regulations, laws, principles, and practices related to Human Resources
- Ability to safeguard sensitive and confidential information from intentional or unintentional disclosure
- Ability to organize and coordinate multiple tasks and to work under time pressure to meet deadlines
- Proven proficient skills in using Microsoft Office Professional and other HR software
- Ability to communicate clearly and effectively, both orally and written, at all levels
- Ability to communicate clearly and effectively, both orally and written, at all levels
- Ability to compile, research, and analyze information

Major Responsibilities and Duties:

1. Directs the strategic planning and execution of efforts associated with employees' work relationships and ensures a positive work environment.
2. Collaborates with supervisors at all levels of the administration and provides technical assistance on employee discipline and discrimination issues, policies, and procedures.
3. Manages the department's daily operation regarding employee discrimination complaints, investigations, professional standards, and the reassignment of employees.

4. Monitors District compliance with all laws, regulations, statutes, policies, and standard practices pertaining to non-discrimination and oversees the design, development, and delivery of training to all levels of management and staff to ensure knowledge of and compliance with non-discrimination state and federal laws.
5. Manages the development of procedural guidelines and trains administrators on board policy and procedures, the grievance process, conducting employee investigations, and state rules and regulations regarding district personnel.
6. Manages personnel assignments of employees pending investigations, criminal proceedings, and/or disciplinary hearings.
7. Assists the general counsel in obtaining file review documentation, investigation reports, transcripts, exhibits, and open records request responses.
8. Lead the development and execution of a strategic plan to address critical functional areas within Employee Relations, including but not limited to the district grievance process, the Texas Education Agency (TEA) appeal process, the contract renewal and non-renewal process, the administrative leave process, the legal review process, case management, and training.
9. Provide advice and counsel to all employee inquiries to assist with Human Resources related topics while remaining impartial and confidential.
10. Maintain an extensive community network and excellent community relations programs throughout the district and the public.
11. Support administration of the employee grievance procedure adopted by the board.
12. Assist with investigating, analyzing, and decision-making processes regarding personnel problems and/or other related policy issues.
13. Monitor employee retention and turnover through data analysis and exit interviews.
14. Manages and supports staff in the Department of Employee Relations by providing appropriate support, direction, guidance, counseling, advice, and/or recommendations to effectively address Employee Relations issues.
15. Oversees the development and implementation of the District's performance management appraisals systems, which includes managing the non-renewal process each school year for certified employees.
16. Supervises investigations related to employee misconduct, with a special emphasis on complex cases – collects information, interviews individuals, analyzes evidence and facts and makes recommendations for corrective/disciplinary action that adheres to district policies and associated employment laws.
17. Ensures investigators conduct thorough investigations and develop clearly written investigative summaries, as well as appropriate correspondence relating to disposition, grievances and general employee concerns.
18. Develops, schedules and conducts trainings and presentations to employees at all levels on the performance management appraisals systems and employee relations functions.
19. Receives, addresses and responds to inquiries, requests for information and grievances relating to various assigned services from teachers, school administrators and the general public on non-routine matters.
20. Attends and participates in meetings with directors and other administrative personnel to address issues as they relate to assigned areas, including planning and coordination with other departments and within department areas.

Policy, Reports, and Law

21. Ensure district compliance with federal and state laws and regulations.
22. Interpret policies and procedures and ensure support of directors, officers, employees, and other government agencies on employment, record keeping, retirement, grievance, and other personnel matters and procedures.
23. Ensure procedures are followed to inform employees of personnel policies, procedures, and programs that affect them.

24. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies, and procedures accordingly.
25. Partner with district leaders to develop, recommend and/or amend policies, regulations, processes, and tools.

Training and Research

26. Communicate regularly with staff members to ensure alignment, clarity, effective and efficient quality work, development, coaching, and team building.
27. Ensure adequate training, programs, and projects are created to ensure compliance, track operational efficiency, and identify opportunities for improvements.
28. Plan, design, and facilitate presentations and presentations on Human Resources related topics.
29. Prepare and deliver written and oral presentations on Human Resources and management issues to employees.
30. Conduct annual research regarding employee satisfaction, morale, and communications.

Other

31. Follow district safety protocols and emergency procedures.
32. Perform all other tasks and duties as assigned.

Supervisory Responsibilities:

Directly supervises assigned staff

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____