

SENIOR DIRECTOR FOR LABOR RELATIONS

Human Resource Department

Purpose:

The Senior Director for Labor Relations works with administrative direction to provide leadership, direction and guidance in the area of labor relations for the organization; directs and supports stakeholders and staff to proactively resolve and prevent labor disputes; serves and shares leadership as chief negotiator over multiple employee groups' collective bargaining agreements; and collaborates with District and employee leaders and staff to identify and resolve employee issues. This employee is a highly skilled negotiator, facilitator and collaborative partner who implements, articulates and promotes the District's policies, procedures, philosophy, goals and objectives in employee/employer relations as well as the contractual roles, responsibilities and accountability of all stakeholders in the employment arena.

Reports to: Chief Human Resource Officer

Nature & Scope:

In consultation with the Chief Human Resource Officer, the Senior Director for Labor Relations operates with significant autonomy aligning decisions with all applicable local, state, and federal laws and regulations, as well as District policies and collective bargaining agreements. Independent judgment and decision-making is required in matters not having established rules, regulations or policies. The incumbent, in collaboration with administrators, directs and supports administrators and supervisors throughout the District in Human Resource matters, exercising significant authority in order to make the most effective decisions regarding labor relations and best practice for contract compliance in the workplace. As a result, the Senior Director for Labor Relations has a significant influence on the impact administrators and supervisors have with employees. The incumbent supervises staff and directs employees within the Human Resource Department.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Directs activities and staff in the Human Resources department; manages the collective bargaining, contract implementation, performance management, grievance resolution activities of the District; directs and disseminates information and training related to

collective bargaining agreements, performance management, employment and labor law and related areas.

3. Serves as primary contact for the employee associations regarding contract implementation and administration; meets with association officials, District representatives and unit members to develop and maintain collaborative working relationships, discuss issues and perform actions related to employees and union contracts.
4. Works with stakeholders, bargaining and management teams to develop negotiation strategies, contract language and communication plans; meets with District leadership and the School Board to advise on activities, operations and developments in negotiations and collective bargaining matters.
5. Prepares for and leads negotiations, impasse resolution and contract administration activities; researches history and practices applied in contract negotiations and implementation; develops and oversees preparation of proposed and finalized contract language.
6. Analyzes negotiated agreements and develops interpretation of intent, spirit and terms of contracts to counsel management in development and application of labor relations policies; oversees and conducts research, surveys and statistical studies and writes reports relative to findings.
7. Develops recommendations and advises management on making determinations regarding interpretation and application of provisions of labor agreements, ensuring compliance with laws, interpretation and application of provisions of labor agreements.
8. Advises managers, supervisors, administrators and employees on performance management and other workplace issues; oversees and conducts investigations as needed; recommends solutions to disputes and/or performance or misconduct issues; provides consultation services on disciplinary actions to ensure consistent and fair application of the principles of due process and just cause, as well as collective bargaining agreements and District policy; develops and conducts District trainings related to contract administration, employment law, district policies and procedures and associated issues in public employment .
9. Works with legal counsel and independently to conduct investigations on complex matters of concern and/or discrepancies in performance management, contract implementation, discrimination, sexual harassment and similar issues; works with district management, legal counsel, internal and external stakeholders to resolve contract and employee relations issues; leads fact finding investigations; coordinates responses to employee grievances; prepares for, attends and represents the District at arbitration, mediation and appeal hearings; attends and testifies in legislative sessions, court proceedings, mediation hearings and similar events.
10. Provides direction and support to administrators and supervisors in matters pertaining to labor relations, contract administration and implementation, conflict resolution, performance management, grievance processes and other topics related to proactive problem solving in employee relations. Undertakes initiatives to train District administrators and supervisors on Human Resource law, contract interpretations, District personnel policies and procedures and best practice.
11. Maintains the highest level of confidentiality with respect to personnel matters, and sets a tone for others so that a culture of respect and discretion is fostered throughout the organization. Demonstrates integrity, sound judgment, ethical and professional behavior.

12. Assures fair and consistent application and interpretation of District policies and/or state, federal, and local regulations.
13. Evaluates programs, plans, processes, systems and procedures to achieve district goals for performance management, employee relations, collective bargaining and contract administration.
14. Studies the impact of local, state and Federal legislation as it applies to employment and collective bargaining in public K-12 education; participates in the analysis of impending legislation and drafts and recommends new and revised district policy language to assure legal compliance with legislation.
15. The Senior Director for Labor Relations provides collaborative leadership for the District's employee evaluation programs, recommending enhancements and coordinating training.
16. Leads the collective bargaining process for licensed and classified staff and provides leadership, interpretation and advice regarding contract administration. Plans strategy, researches issues, develops proposals and recommends District position; may serve as lead negotiator and/or a District representative on negotiating teams.
17. The Senior Director for Labor Relations serves as an expert on employment practices and may research situations to provide clarity for resolution in consideration of contract provisions, historical practices and similar issues; interprets Board policies and procedures for District leadership, department staff, employees, union leadership and District stakeholders; drafts and recommends policies and procedures pertinent to the operations of the District's employee and labor relations programs.
18. Provides leadership in labor management meetings with the respective employees' associations and serves as a District liaison to the associations.
19. Ensures all aspects of the collective bargaining agreement related to personnel are followed with fidelity. Guides supervisors to appropriately implement provisions related to leaves, licensing, layoffs, transfers, salary placement, extra pay, complaints regarding employees, personnel files, evaluation, and other related provisions, and supports leaders to hold staff accountable for honoring the agreement.
20. Supervises the performance of assigned personnel; interviews, selects, trains and mentors employees and recommends transfers, reassignment, disciplinary action and terminations.
21. Maintains active participation in organizations which serve to promote best practices in employment and labor relations; participates in and represents the District at a variety of meetings, workshops, leadership associations, seminars and in-services.
22. Supervises the preparation of employee contracts and the legal maintenance of personnel records.
23. Assists in the development and implementation of District policies regarding personnel. Writes and implements internal administrative communication and procedures.
24. Collaborates with legal counsel on legal matters pertaining to employees, District policy, and disciplinary actions.
25. Participates as an active member on District level committees representing Human Resources.
26. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.

27. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Qualifications:

1. Must possess a Bachelors Degree from an accredited college or university. Degrees in the area of Human Resources, Public Administration, Law, Organizational Development or a related field are preferred.
2. Experience participating in and/or leading negotiation, implementing, interpreting and explaining collective bargaining agreements, investigating and resolving grievances and employment/labor issues, conducting trainings, developing policies and procedures and preparing reports in a multi-union public employment labor relations environment.
3. Must have at least four years experience in a supervisory capacity.
4. Must possess excellent written and oral communication skills.
5. Must hold a valid Oregon or Washington driver's license.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Working Conditions:

The Senior Director for Labor Relations works primarily within an office building and frequently within schools and other District or community facilities. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Regular travel to all District and community facility sites will be required as well as occasional statewide or out-of-state travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening/weekend time.

Work Year: 255 days

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: XXX

Date Revised: January 20, 2022

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender,

sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.