

Job Title: **Employee/Labor Relations Administrator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2015**

Job Code: **05011**
 FLSA Status: **Exempt**
 Pay Range: **L 07**
 Work Year: **12 months**

SUMMARY: Assist with management of employee relations of Classified, Administrative and Certified personnel, following established guidelines and sound administrative and human resource practices. Review all employees’ background information to ensure they meet the district, federal and state policies. Interpret and provide information from employee contracts, superintendent policies and procedures, while keeping abreast of human resource policies in relation to EEOC, ADA, FLSA, FMLA, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Accountable for Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) reports on all employees and applicants to insure backgrounds have been reviewed. After reviewing, approve or deny the applicants. Manage, maintain, process and resolve all background matters on all employees and applicants. Make necessary decisions in regards to employment being offered to applicants; including notifying the hiring manager and applicants when necessary. Manage and verify the weekly subsequent arrest report received from Colorado Department of Education (CDE). Respond to issues as needed.	D	35%
2. Receive and process the classified and certified substitute unfavorable evaluations by interviewing both parties and determining outcome, including discipline when necessary. Communicate decision to involved parties and record information.	D	5%
3. Ensure compliance with employee relation policies and practices. Conduct investigations and facilitate processing of litigation such as, unemployment hearings, workers compensation claims/hearings, EEOC, Fair Labor Standards and other grievances or complaints. Work on various employee relations projects.	D	25%
4. Provide interpretation and administration of classified, certified and administrative contracts. Resolves employee issues, both contractual and non-contractual, by providing guidance, recommendations and problem resolution, in compliance with federal, state and district policies and procedures.	D	10%
5. Conduct exit interviews and compiles results with quality improvement suggestions and or recommendations.	M	5%
6. Ensure compliance with federal and state laws, and district policies and procedures. Solicit and monitor ADA compliance. Recommends policy and procedure improvements or changes to human resources director.	D	5%
7. Prepare and manage the student/teacher ratio (face-to-face) count for the October and February reports, through the use of district information technology systems. Interact with all schools, departments and senior staff.	A	5%
8. Develop and deliver district programs on management effectiveness and other programs on an employee relations nature. Prepares and presents required and special reports and presentations.	M	5%
9. Perform other duties as assigned.	Ongoing	5%
10. TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in human resources, organizational development or related field.
- Minimum of three (3) years of experience in human resources required.
- Employee relations experience, participation in labor relations training and/or Professional Human Resources/Senior Professional Human Resources (PHR/SPHR) certification preferred.
- Must complete the district courses “Facilitating Improved Performance,” “Progressive Discipline,” “Conflict Management,” “Interviewing & Hiring” and “Classified Evaluation System” within one year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Society of Human Resources Management (SHRM) preferred.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Personal computer and keyboarding skills.
- Critical thinking and problem solving skills.
- Excellent facilitation skills.
- Presentation skills.
- Knowledge of federal and state employment law.
- Knowledge of Administrative, Certified and Classified contracts preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Working knowledge of PeopleSoft required within three months of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Human Resources Director	3099

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			x	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	