

NEW  
REVISED:  
07/01/2019  
07/01/2023

Submitted:  
05/14/2019  
06/06/2023

JOB TITLE:	DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8437
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, <del>employee development</del> and other employee and labor relations services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates the overall activities of the Labor Management and Employee Relations department
Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to Principals, managers and employees with respect to administration of collective bargaining agreements, <del>reassignments, and disciplinary actions. ; promotions, demotions, transfers, separations, and layoffs; wage and salary adjustments, employee development, employee evaluations, employee coaching, employee performance, corrective action, non-renewal of limited contracts, and other employee related issues</del>
Adjudicates grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups; <del>makes policy and procedure changes, responds to and coordinates all unemployment concerns, issues, and claims</del>
<del>Makes policy and procedure recommendations related to area of assignment.</del>
Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the District when assigned
Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database
Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned
Coordinates the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations
Develops and implements formal training for Principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions
Acts as management representative in contact with union officials on all matters pertaining to Management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs and wage and salary adjustments as assigned
Reports information on behalf of the District and Superintendent of Schools to the Education Professional Standards Board as required by law
Serves on District-wide committees as assigned
<del>Monitors the adjudication of background checks and serves as the point of contact and monitor for background check training</del>

~~Guides the formulation and development of proposal for negotiations with employee organizations and serves on negotiation teams as chief spokesperson for the District when assigned~~

Responds to and coordinates all unemployment concerns, issues and claims

Oversees management and maintenance of the District employee personnel records in compliance with Board Policy and applicable laws

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years successful experience in Labor Management and Employee Relations

Demonstrated ability in verbal and written communication

Effective communication skills

#### DESIRABLE QUALIFICATIONS

PHR/SPHR certification

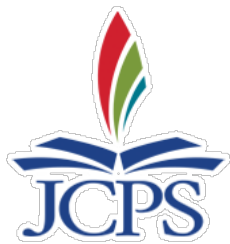
Successful experience in local school administration

Working knowledge of the District's administrative organization and functions

Knowledge of basic principles of research

General Knowledge of Kentucky education law and federal employment law

Experience in a diverse workplace



REVISED:  
07/01/2023

Submitted:  
06/06/2023

JOB TITLE:	DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8437
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides leadership, expertise and general oversight to the Labor Management and Employee Relations programs and activities including contract administration and negotiations, grievance adjudication, and other employee and labor relations services.

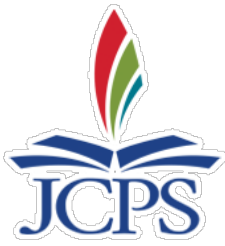
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates the overall activities of the Labor Management and Employee Relations department
Provides leadership and expertise in the interpretation and administration of agreements and contracts with employee organizations and is responsible for providing advice to Principals, managers and employees with respect to administration of collective bargaining agreements, reassignments, and disciplinary actions
Adjudicates grievances at all levels including mediation and arbitration arising under established grievance procedures for both collective bargained and non-collective bargained employee groups
Makes policy and procedure recommendations related to area of assignment.
Guides the formulation and development of proposals for negotiations with employee organizations and serves on negotiation teams and as chief spokesperson for the District when assigned
Collects, integrates, prepares, and distributes data and information for use in contract administration and negotiations and maintains a complete and current database
Assists in the formulation, development and implementation of procedures to comply with regulations and policies as assigned
Coordinates the Employment Practices Review Committee; prepares and distributes appropriate reports and recommendations
Develops and implements formal training for Principals, managers, and other supervisory role groups regarding the interpretation and application of collective bargaining agreements, policies, contract administration, employee corrective action and other supervision related functions
Acts as management representative in contact with union officials on all matters pertaining to Management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs and wage and salary adjustments as assigned
Reports information on behalf of the District and Superintendent of Schools to the Education Professional Standards Board as required by law
Serves on District-wide committees as assigned
Monitors the adjudication of background checks and serves as the point of contact and monitor for background check training
Responds to and coordinates all unemployment concerns, issues and claims
Oversees management and maintenance of the District employee personnel records in compliance with Board Policy and applicable laws

Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Five (5) years successful experience in Labor Management and Employee Relations
Demonstrated ability in verbal and written communication
Effective communication skills

DESIRABLE QUALIFICATIONS
PHR/SPHR certification
Successful experience in local school administration
Working knowledge of the District's administrative organization and functions
Knowledge of basic principles of research
General Knowledge of Kentucky education law and federal employment law
Experience in a diverse workplace



NEW  
REVISED:  
07/01/2019  
07/01/2023

Submitted:  
06/11/2019  
06/06/2023

JOB TITLE:	CONSULTANT EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8611
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides specialized expertise regarding hiring labor-management and employee relations to all Principals, managers and supervisors including personnel records, employee development, <del>evaluation, coaching, performance, corrective action, non-renewal of limited contracts</del> and advice on employee discipline, including development of a process to deal effectively with employee/labor relations. Assists with union contract administration/interpretation and grievance/complaint processing and preparation of necessary documents/data concerning grievances, mediations, reassignments and unemployment.
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists in preparing and conducting research for labor-management contract negotiations; assists with administering all provisions of collective bargaining agreements
Provides advice, counsel and expertise to Principals, managers, supervisors, and HR professionals with respect to the interpretation and application of Board policies and practices and collective bargaining agreements; provides expertise and coaching on sound employee and labor relations practices to department leadership that will positively affect operations
<del>Acts as liaison with Principals, managers, supervisors, and HR professionals with regard to employee effectiveness as needed</del>
<del>Monitors, reviews, updates records and provides coaching to Principals, managers, supervisors, and HR professionals relating to evaluations</del>
<del>Develops and conducts formal trainings for Principals, managers, supervisors, and HR professionals regarding employee evaluation, corrective action, non-renewal, supervision techniques, and other employee performance topics</del>
Compiles and retains labor management, employee relations and personnel data and prepares and presents reports and briefings as necessary; prepares spreadsheet, database or presentation software concerning grievances, mediations, and unemployment
Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education
Reviews criminal background records checks and child abuse and neglect checks for new employees as needed
Conducts due process meetings related to findings of criminal background records and child abuse and neglect checks
Reviews applicants in the NASDTEC Clearinghouse and checks to <del>see</del> determine if the applicants were previous employees and reviews those records prior to recommendation for interviewing
Tracks contingency hiring <del>and personnel file</del> items and ensures receipt of those items within Board policies, <del>and procedures, and</del>
<del>Provides data to and works with the District Evaluation Appeals Panel (DEAP) and employee requesting appeal; attends DEAP as observer</del>
Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor
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PHYSICAL DEMANDS
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The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.
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MINIMUM QUALIFICATIONS
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Bachelor's Degree in Business Administration, Industrial relations, Paralegal studies, Public Administration or related fields
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Five (5) years successful experience in Labor Management, Employee Relations, Paralegal, or Human Resources
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Effective communication skills
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DESIRABLE QUALIFICATIONS
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Juris Doctorate (legal degree)
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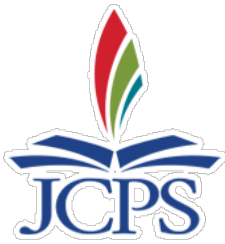
Kentucky law license in good standing with the Kentucky Bar Association
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Two (2) years of experience as a practicing attorney
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General Knowledge of Kentucky education law and federal employment law
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Three (3) year negotiations experience
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Experience in a diverse workplace
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REVISED:  
07/01/2023

Submitted:  
06/06/2023

JOB TITLE:	CONSULTANT EMPLOYEE RELATIONS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8611
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding hiring labor-management and employee relations to all Principals, managers and supervisors including personnel records, employee development, and advice on employee discipline, including development of a process to deal effectively with employee/labor relations. Assists with union contract administration/interpretation and grievance/complaint processing and preparation of necessary documents/data concerning grievances, mediations, reassignments and unemployment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in preparing and conducting research for labor-management contract negotiations; assists with administering all provisions of collective bargaining agreements

Provides advice, counsel and expertise to Principals, managers, supervisors, and HR professionals with respect to the interpretation and application of Board policies and practices and collective bargaining agreements; provides expertise and coaching on sound employee and labor relations practices to department leadership that will positively affect operations

Compiles and retains labor management, employee relations and personnel data and prepares and presents reports and briefings as necessary; prepares spreadsheet, database or presentation software concerning grievances, mediations, and unemployment

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies of the Jefferson County Board of Education

Reviews criminal background records checks and child abuse and neglect checks for new employees as needed

Conducts due process meetings related to findings of criminal background records and child abuse and neglect checks

Reviews applicants in the NASDTEC Clearinghouse and checks to determine if the applicants were previous employees and reviews those records prior to recommendation for interviewing

Tracks contingency hiring and personnel file items and ensures receipt of those items within Board policies and procedures

Completes all trainings and other compliance requirements as assigned by the designated deadline

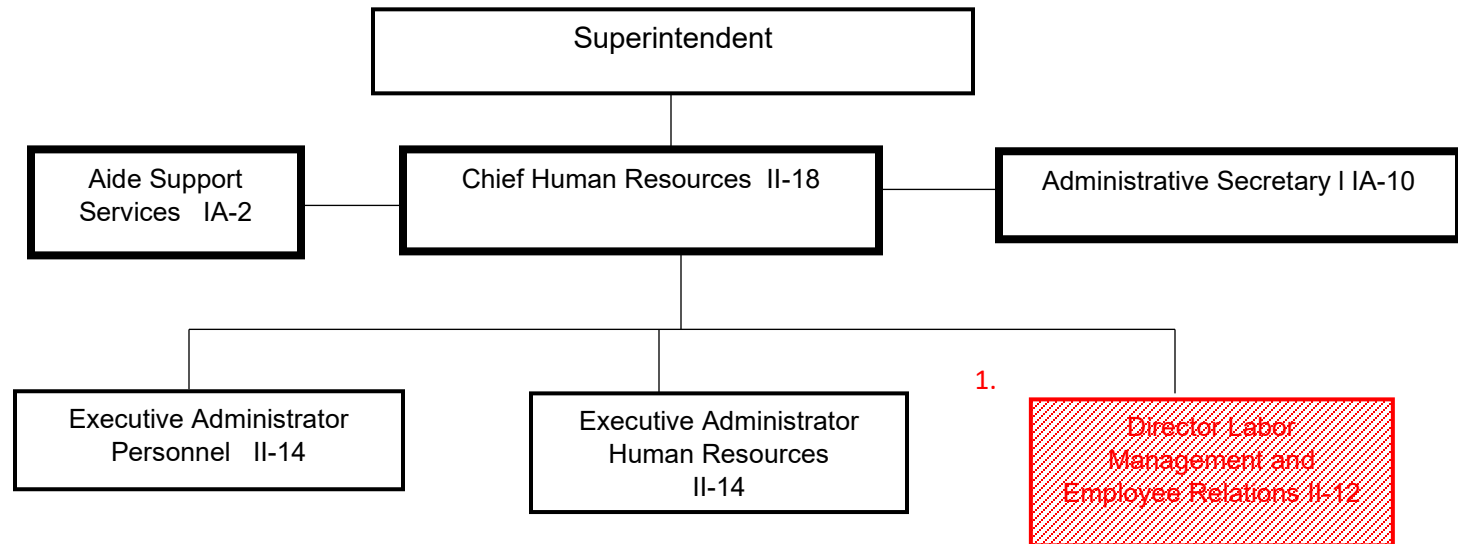
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree in Business Administration, Industrial relations, Paralegal studies, Public Administration or related fields
Five (5) years successful experience in Labor Management, Employee Relations, Paralegal, or Human Resources
Effective communication skills

DESIRABLE QUALIFICATIONS
Juris Doctorate (legal degree)
Kentucky law license in good standing with the Kentucky Bar Association
Two (2) years of experience as a practicing attorney
General Knowledge of Kentucky education law and federal employment law
Three (3) year negotiations experience
Experience in a diverse workplace



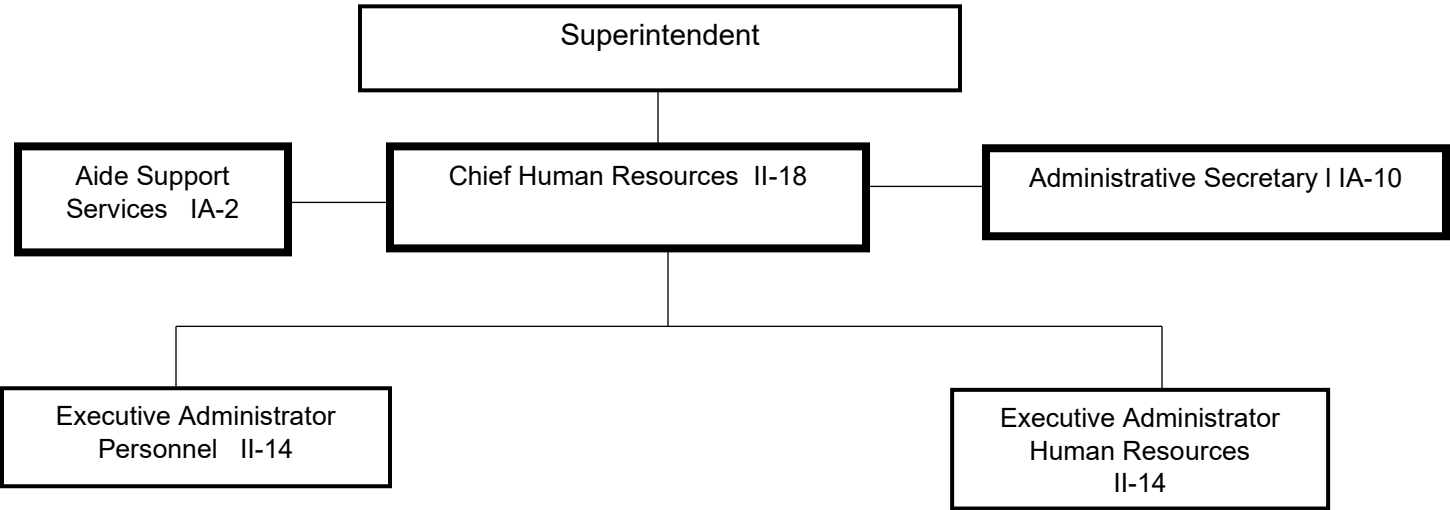


1. Change reporting relationship from Chief of Human Resources to Executive Administrator Human Resources

Summary:

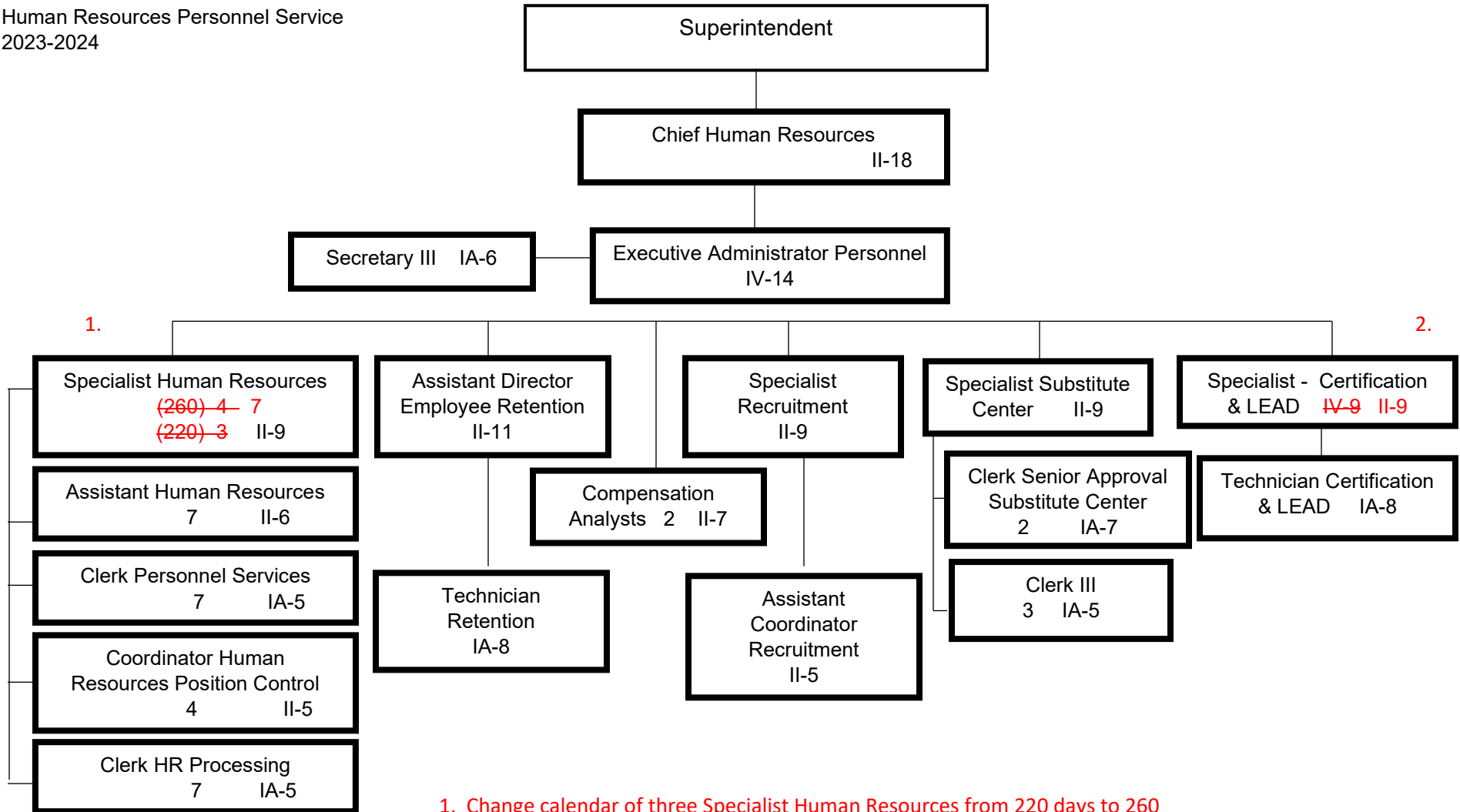
General Fund Positions: 3  
Categorical Fund Positions: 0

Submitted: ~~03/28/2023~~ 06/06/2023  
Effective: ~~03/29/2023~~ 07/01/2023



Summary:

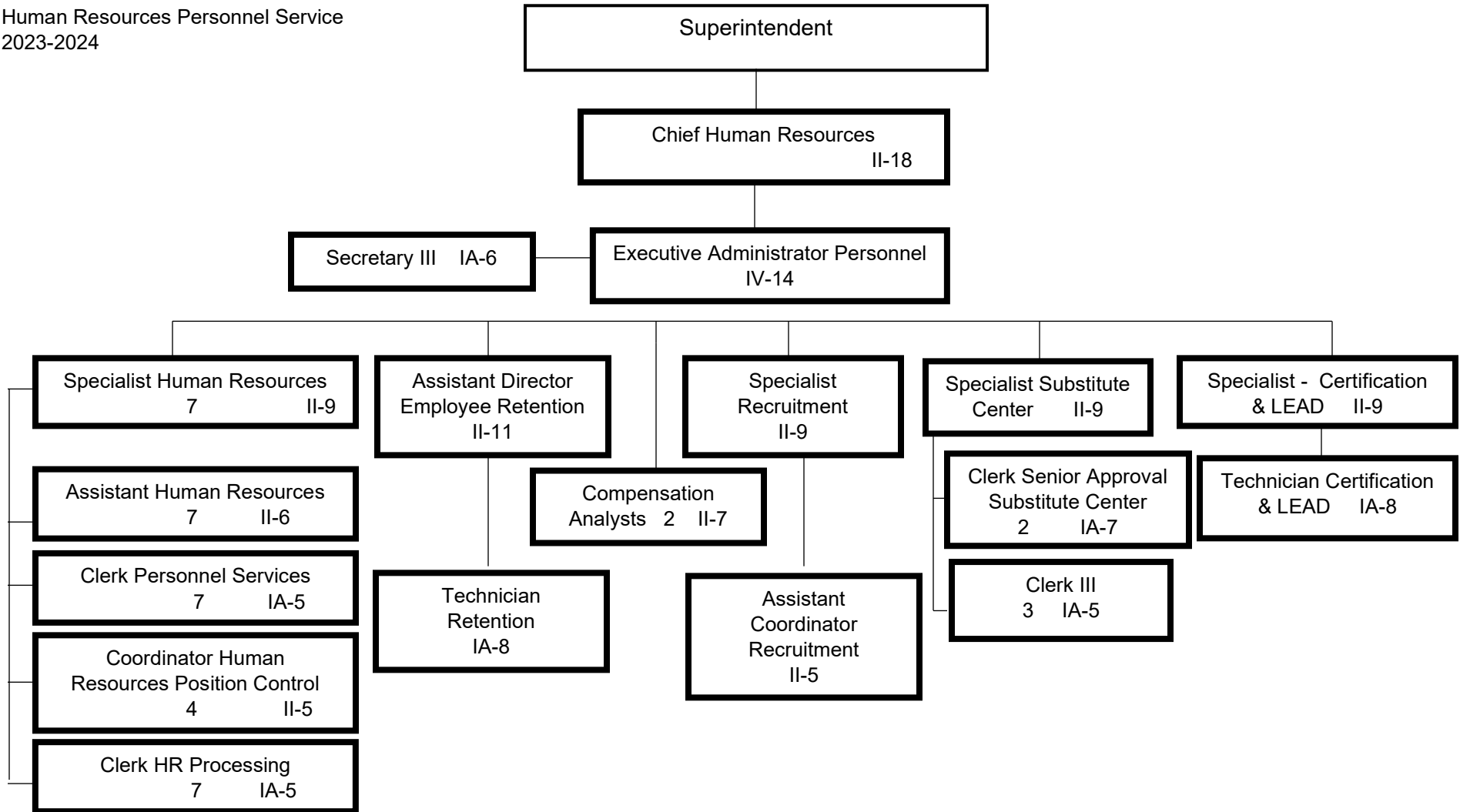
General Fund Positions: 3  
Categorical Fund Positions: 0



1. Change calendar of three Specialist Human Resources from 220 days to 260 days.
2. Update org chart to correspond to approved job description on 5/23/2023.

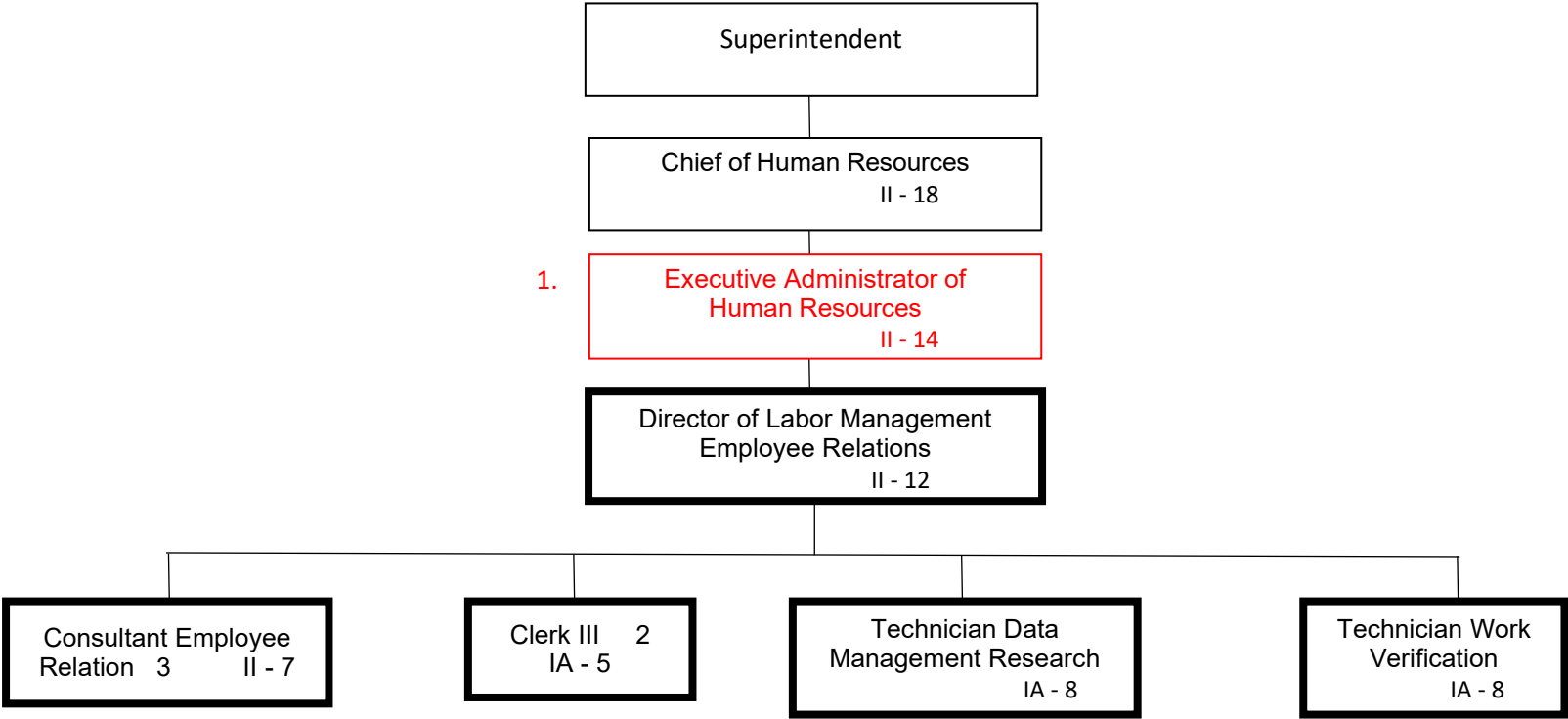
Summary:

General Fund Positions: 48  
Categorical Fund Positions: 0



Summary:

General Fund Positions: 48  
Categorical Fund Positions: 0



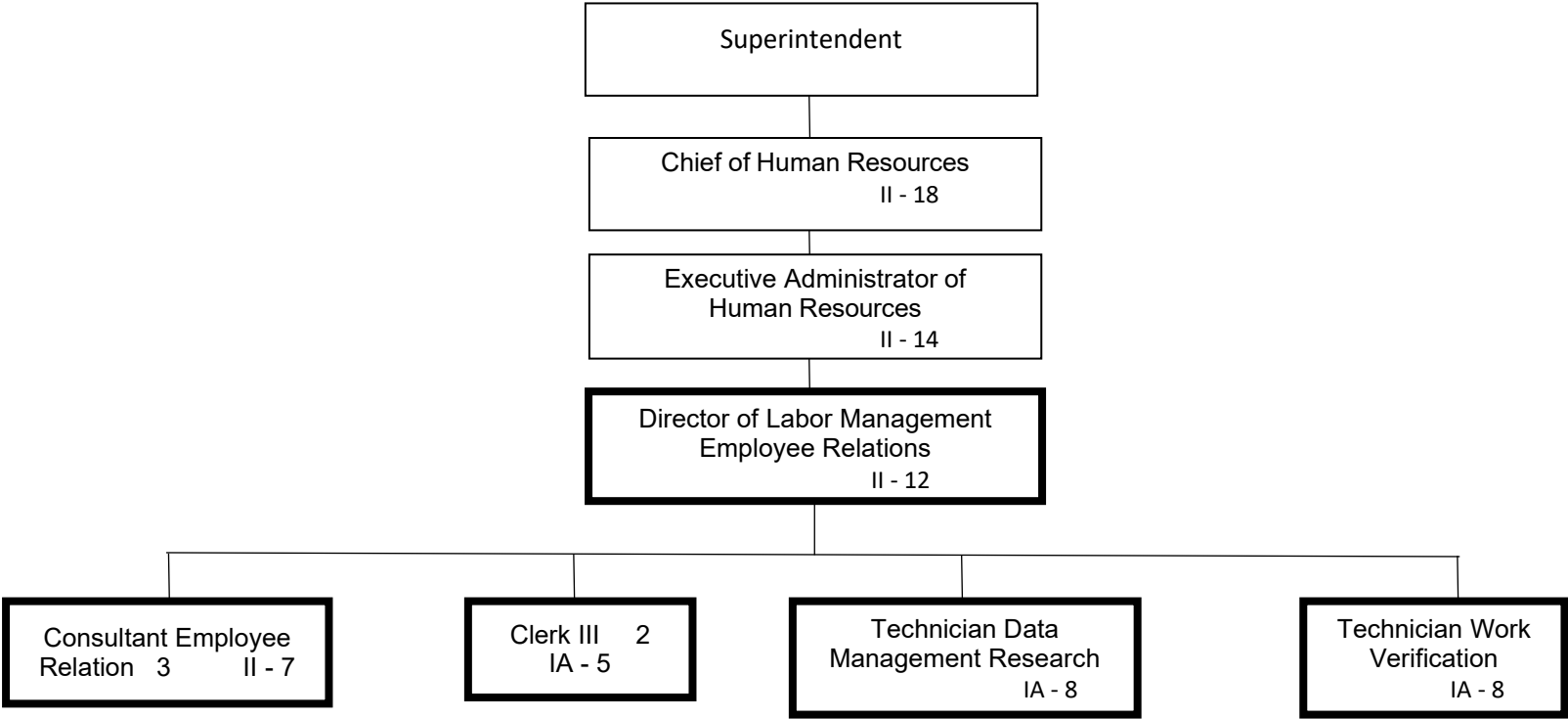
1. Change reporting relationship of Director Labor Management Employee Relations to EA Human Resources

Summary:

General Fund Positions: 8  
Categorical Fund Positions: 0

G-3

Submitted ~~07/27/2024~~ 06/06/2023  
Effective ~~07/28/2024~~ 07/01/2023



Summary:  
General Fund Positions: 8  
Categorical Fund Positions: 0

Submitted: 06/06/2023  
Effective: 07/01/2023