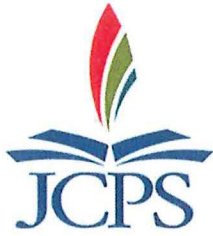


### **Rationale for Manager, Labor Management & Employee Relations**

The Manager, Labor Management & Employee Relations position replaces the more general Manager, Employee Groups role. The revised description included herein increases the experience requirement, so that it is clear that anyone who assumes the role must be a highly experienced Labor Management and Employee Relations subject matter expert, rather than a novice who may have a more general HR background. Revisions to the “Performance Responsibilities & Evaluation Criteria” section also provide insight into the importance, and thus consequences associated with error, of the role. The position has exposure to district and union leadership, as well as judicial system dispute resolution. There is no financial impact associated with this manager-level reclassification.



NEW: REVISED  
08/12/2026  
07/01/2026

Submitted:  
08/11/2026  
2/10/2026

|                        |                                                                            |
|------------------------|----------------------------------------------------------------------------|
| JOB TITLE:             | MANAGER <del>(EMPLOYEE-GROUPS)</del> LABOR MANAGEMENT & EMPLOYEE RELATIONS |
| DIVISION               | BUSINESS SERVICES/HUMAN RESOURCES                                          |
| SALARY SCHEDULE/GRADE: | II, GRADE 10                                                               |
| WORK YEAR:             | AS APPROVED BY THE BOARD                                                   |
| FLSA STATUS:           | EXEMPT                                                                     |
| JOB CLASS CODE:        | 8506                                                                       |
| BARGAINING UNIT:       | CLAS                                                                       |

### SCOPE OF RESPONSIBILITIES

Provides leadership and expertise to ~~the Human Resources~~ Labor Management and Employee Relations programs and activities, including contract administration and negotiations, grievances, adjudication, and related services ~~department in collaboration with the Executive Officer Talent. Works closely with both internal and external partners.~~

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides ~~leadership to~~ coordination of ~~projects, programs and activities~~ the activities for Labor Management and Employee Relations in collaboration with the Executive Director, including refining processes, procedures, and workflows for collective bargaining administration and employee discipline

~~Develops, establishes and administers projects, programs and activities~~ Establishes and maintains a strong working relationship with internal and external stakeholders, including union and association representatives

~~Serves as liaison with other units, departments or outside agencies as required~~ Evaluates and adjudicates grievances at all levels, including mediation and arbitration arising under established grievance procedures for both collective and non-collective bargaining groups

~~Makes recommendations regarding implementation of projects, programs and activities and evaluates effectiveness as assigned~~ Monitors the adjudication of background checks and serves as the point of contact for applicable training

~~Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity~~ Serves as a contributing member of the Employment Practices Review Committee

~~Prepares and/or assists in preparation or reports, records and other documentation as required~~ Coordinates and provides board policy and collective bargaining advice, counsel, and expertise to HR, school, and central district leadership

Provides coordination of the district's responses to all unemployment insurance inquiries

Accumulates and researches data, documents and other pertinent ~~personnel~~ information, ~~regarding grievances, mediations, and unemployment, as required~~ and presents reports and briefings as necessary

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Prepares, delivers or assists with training opportunities as appropriate

~~Assists in preparing and conducting research for contract negotiation; assists with administering all provisions of collective bargaining agreements~~

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

Evaluates staff as assigned



|                                                 |
|-------------------------------------------------|
| Performs other duties as assigned by supervisor |
|-------------------------------------------------|

| PHYSICAL DEMANDS |
|------------------|
|------------------|

|                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| MINIMUM QUALIFICATIONS |
|------------------------|
|------------------------|

|                   |
|-------------------|
| Bachelor's Degree |
|-------------------|

|                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------|
| <del>Three (3)</del> Five (5) years successful experience in areas of Labor Management and Employee Relations assignment |
|--------------------------------------------------------------------------------------------------------------------------|

|                                  |
|----------------------------------|
| Successful leadership experience |
|----------------------------------|

|                                |
|--------------------------------|
| Effective communication skills |
|--------------------------------|

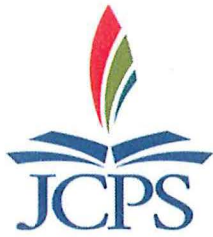
| DESIRABLE QUALIFICATIONS |
|--------------------------|
|--------------------------|

|                                                         |
|---------------------------------------------------------|
| <del>Bachelor's Degree or higher</del> HR certification |
|---------------------------------------------------------|

|                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <del>Kentucky Professional Certification in Administration and/or Supervision</del> Working knowledge of the district's administrative organization and functions |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <del>Experience in a diverse workplace</del> Knowledge of basic principles of research |
|----------------------------------------------------------------------------------------|

|                                                                |
|----------------------------------------------------------------|
| Knowledge of Kentucky education law and federal employment law |
|----------------------------------------------------------------|



REVISED: Submitted:  
08/12/2026 08/11/2026

|                        |                                               |
|------------------------|-----------------------------------------------|
| JOB TITLE:             | MANAGER LABOR MANAGEMENT & EMPLOYEE RELATIONS |
| DIVISION               | BUSINESS SERVICES/HUMAN RESOURCES             |
| SALARY SCHEDULE/GRADE: | II, GRADE 10                                  |
| WORK YEAR:             | AS APPROVED BY THE BOARD                      |
| FLSA STATUS:           | EXEMPT                                        |
| JOB CLASS CODE:        |                                               |
| BARGAINING UNIT:       | CLAS                                          |

| SCOPE OF RESPONSIBILITIES                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provides leadership and expertise to Labor Management and Employee Relations programs and activities, including contract administration and negotiations, grievances, adjudication, and related services |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provides coordination of the activities for Labor Management and Employee Relations in collaboration with the Executive Director, including refining processes, procedures, and workflows for collective bargaining administration and employee discipline |
| Establishes and maintains a strong working relationship with internal and external stakeholders, including union and association representatives                                                                                                           |
| Evaluates and adjudicates grievances at all levels, including mediation and arbitration arising under established grievance procedures for both collective and non-collective bargaining groups                                                            |
| Monitors the adjudication of background checks and serves as the point of contact for applicable training                                                                                                                                                  |
| Serves as a contributing member of the Employment Practices Review Committee                                                                                                                                                                               |
| Coordinates and provides board policy and collective bargaining advice, counsel, and expertise to HR, school, and central district leadership                                                                                                              |
| Provides coordination of the district's responses to all unemployment insurance inquiries                                                                                                                                                                  |
| Accumulates and researches data, documents and other pertinent personnel information, regarding grievances, mediations, and unemployment, and presents reports and briefings as necessary                                                                  |
| Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment                                                                                                                |
| Prepares, delivers or assists with training opportunities as appropriate                                                                                                                                                                                   |
| Assists in preparing and conducting research for contract negotiation; assists with administering all provisions of collective bargaining agreements                                                                                                       |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline                                                                                                                                                       |
| Evaluates staff as assigned                                                                                                                                                                                                                                |
| Performs other duties as assigned by supervisor                                                                                                                                                                                                            |

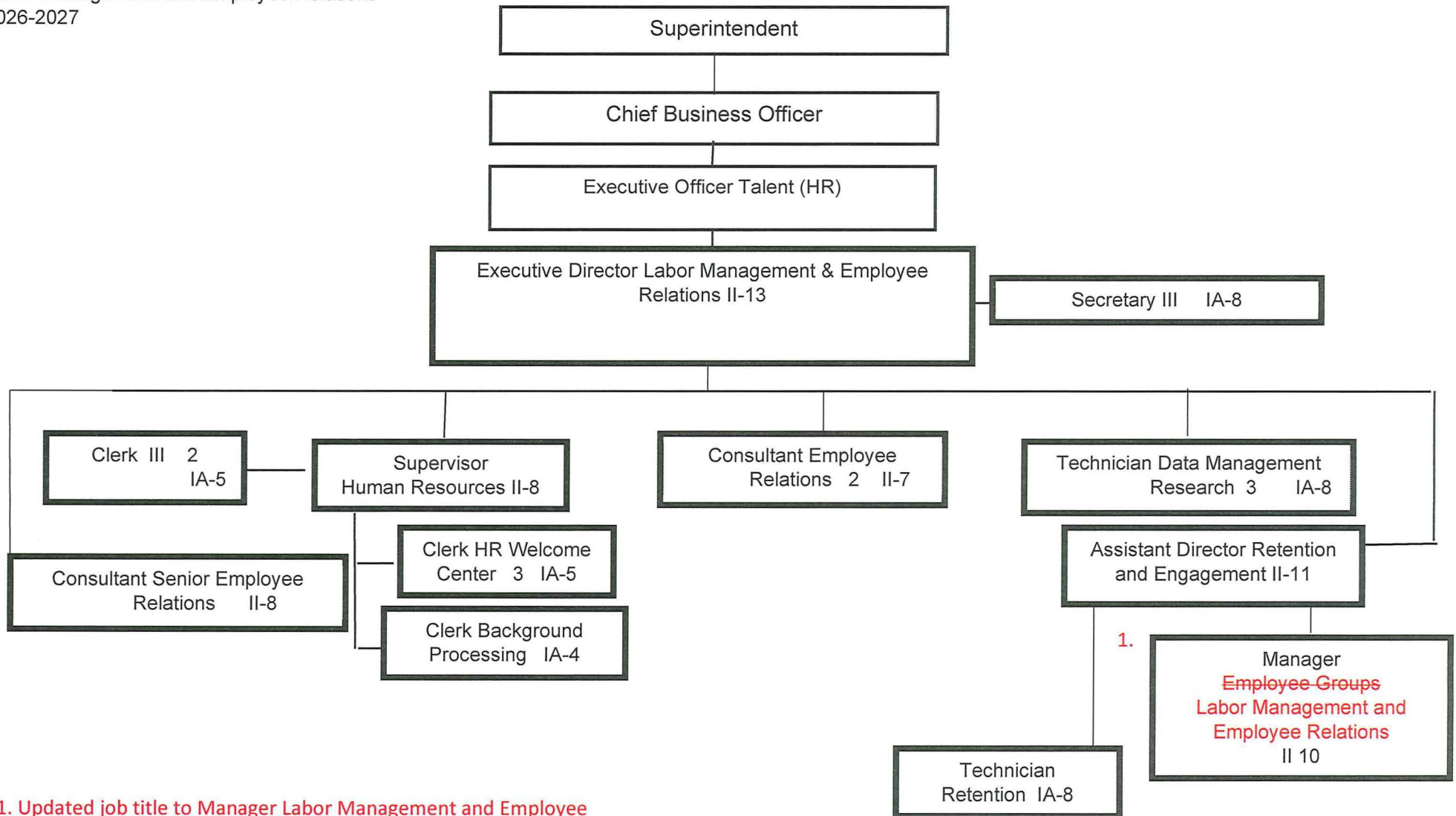
| PHYSICAL DEMANDS                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities. |
| This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally                          |

(up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

| MINIMUM QUALIFICATIONS                                                                   |
|------------------------------------------------------------------------------------------|
| Bachelor's Degree                                                                        |
| Five (5) years successful experience in areas of Labor Management and Employee Relations |
| Successful leadership experience                                                         |
| Effective communication skills                                                           |

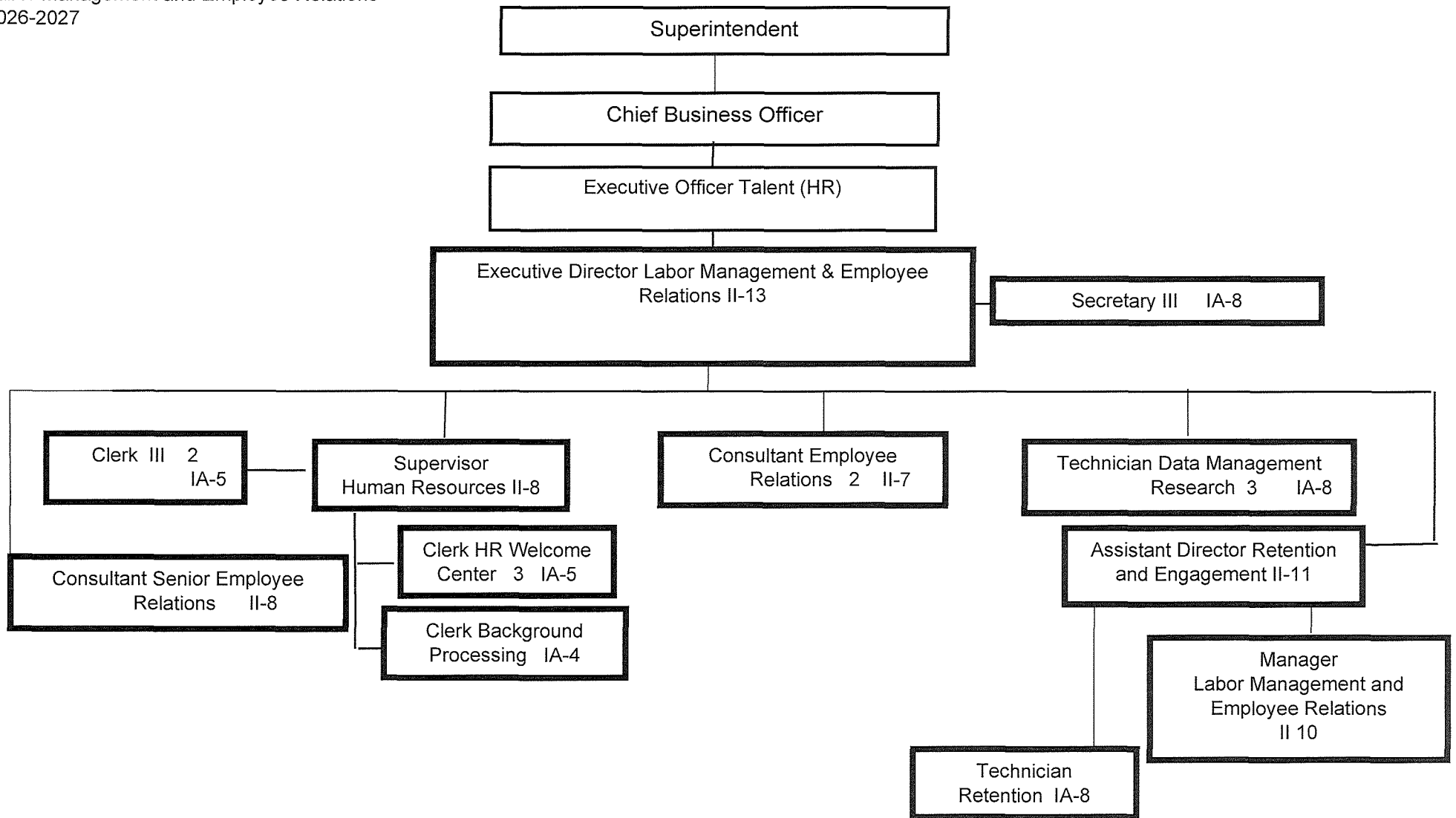
| DESIRABLE QUALIFICATIONS                                                      |
|-------------------------------------------------------------------------------|
| HR certification                                                              |
| Working knowledge of the district's administrative organization and functions |
| Knowledge of basic principles of research                                     |
| Knowledge of Kentucky education law and federal employment law                |





1. Updated job title to Manager Labor Management and Employee Relations from Manager Employee Groups.

Summary:  
General Fund: 18  
Categorical: 0



Summary:  
General Fund: 18  
Categorical: 0

Manager, Labor Management & Employee Relations

| Position Title/Number of Days                           | Incumbent/<br>Vacancy | Bargaining<br>Unit (Salary<br>Schedule) | Number of<br>Positions | Position<br>"Add" or<br>"Delete" | Salary     | Fringe<br>Benefits | Total      |
|---------------------------------------------------------|-----------------------|-----------------------------------------|------------------------|----------------------------------|------------|--------------------|------------|
| Manager, Employee Groups (261)                          | Vacant                | CLAS                                    | 1                      | Delete                           | \$ 137,573 | \$ 7,264           | \$ 144,837 |
| Manager, Labor Management & Employee<br>Relations (261) | Vacant                | CLAS                                    | 1                      | Add                              | \$ 137,573 | \$ 7,264           | \$ 144,837 |
|                                                         |                       |                                         |                        |                                  | \$ -       | \$ -               | \$ -       |