

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR, LABOR RELATIONS

**SALARY SCHEDULE: ADMINISTRATIVE I**

**COST CENTER: CHIEF HUMAN RESOURCE OFFICER (CHRO)/EXECUTIVE DIRECTOR, RISK MANAGEMENT (9023)**

**QUALIFICATIONS:**

- Bachelor's degree in human resource, labor relations, or related field required.
- Three (3) to five (5) years of prior experience in grievance handling, collective bargaining, and labor relations required.
- Professional Certification in Human Resources strongly preferred

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interpret, understand and apply a negotiated agreement to day-to-day work.
- Knowledge of interrelationships between personnel and management.
- Ability to work cohesively with people, providing timely feedback loops.
- Knowledge of laws, rules, and regulations.
- Ability to organize and prioritize activities.
- Ability to communicate articulately both orally and in writing.
- Ability to break a complex process down, clearly explain application of contract language, and implications.
- Knowledge and understanding of effective technology systems for human resource needs.

**REPORTS TO:**

Chief Human Resource Officer (CHRO)/Executive Director, Risk Management

**JOB OBJECTIVE:**

To lead and support the District's labor relations functions to ensure effective, compliant, and collaborative labor-management relationships. This position oversees grievance administration, contract interpretation, and collective bargaining preparation and execution, while ensuring alignment with Board policy, collective bargaining agreements, and applicable law.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Develop and maintain a centralized grievance and MOU tracking systems and monitor timelines to ensure compliance.
- Draft and coordinate grievance responses aligned with contract language.
- Partner with administrators to investigate grievances.
- Support grievance hearings, mediations, arbitrations, and Board ratification processes.
- Serve as a member of the bargaining team.
- Draft contract language and tentative agreements for negotiations and MOUs.
- Integrate tentative agreements and MOUs and maintain version control and accuracy.
- Coordinate publication and distribution, provide reports on trends and outcomes as appropriate.
- Use data to inform labor strategies, identify trends and provide recommendations.

## **SUPERVISOR, LABOR RELATIONS (Continued)**

- Develop materials and provide training on grievance handling, contract compliance, and the implementation of such to ensure district practices align with contract provisions.
- Serve as point of contact for labor relations inquiries with union partners and leadership.
- Respond to inquiries or concerns in a timely manner.
- Disseminate information and current research to appropriate personnel.
- Keep well informed about current trends and best practices in areas of responsibility.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and properties.
- Maintain a network of peer contacts through professional organizations.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Prepare or oversee the preparation of all required reports and maintain appropriate records.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Provide leadership and direction for the assigned areas of responsibility.
- Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Assist in implementing the District's goals and strategic commitments.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Facilitate problem-solving by individuals or groups.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**SUPERVISOR, LABOR RELATIONS (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**