

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST I, Labor Employee Relations

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Secretarial training including ability to take dictation and at least two years secretarial experience.

#### KNOWLEDGE, SKILLS, ABILITIES

- Must be able to maintain strict confidentiality.
- Must be willing to work non-routine hours under pressure for long periods of time.
- Must be able to operate tape recorder, computer and word processor.

#### SUPERVISION

**REPORTS TO** Director of Employee Relations/Differentiated Accountability/Response to Intervention  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To assist the Director of Employee Relations/Differentiated Accountability/Response to Intervention, assist the Management Bargaining Team, provide contract interpretation and administration, and provide secretarial and clerical service. (This position is certified by the Florida Public Employee Relations Commission as a "Confidential Employee" position.)*

#### PERFORMANCE RESPONSIBILITIES

1. \* Answer telephone calls dealing with routine matters concerning collective bargaining, legislative issues, job reclassifications, and employee calendars.
2. \* Assist with routine correspondence and communications with state and federal legislators, employees and Seminole UniServ.
3. \* Schedule and inform Management Bargaining Team Members of meeting times, places and dates.
4. \* Schedule meetings and appointments for the Director of Employee Relations/Differentiated Accountability/Response to Intervention.
5. \* Take dictation from the Director of Employee Relations/Differentiated Accountability/Response to Intervention and Management Bargaining Team on Collective Bargaining proposals and counter proposals.
6. \* Maintain and process collective bargaining files and grievance files.
7. \* Assist the Management Bargaining Team during caucuses.
8. \* Take minutes, record and assist at the bargaining table during all collective bargaining sessions.
9. \* Prepare, type camera-ready copy of final contract agreements and Legislative Brochure, and distribute to appropriate Cost Centers, Bargaining Agent representatives and Legislators.
10. \* Prepare purchase orders, budget amendments, travel reports, and salary schedules for collective bargaining units and maintain budget file.
11. \* Prepare and maintain School Board Salary Schedules for all bases and staffing formula.
12. \* Assist in preparation of collective bargaining unit salary schedules.
13. \* Prepare documents for PERC, Special Master, grievance and arbitration hearings.
14. \* Operate necessary office equipment efficiently.
15. \* Establish and maintain effective working relationship with News Media, School Board Members, School Board Attorney, Administrators, State and Federal legislators, and other school personnel.
16. \* Serve as back up for entering allocations and processing leave requests.
17. \* Assume responsibility without direct supervision, exercise judgment, and make decisions within the scope of job outline and duties assigned by the Director of Employee Relations/Differentiated Accountability/Response to Intervention.
18. Perform other duties as assigned by the Director of Employee Relations/Differentiated Accountability/Response to Intervention.

\*Denotes essential job function/ADA

# SPECIALIST I, Labor Employee Relations, Page 2

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

## TERMS OF EMPLOYMENT

### PAY GRADE

**AS-C \$31,925 - \$56,694**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 16  
EEO-5 Line 51  
Function 7100  
Job Code 1801  
Survey Code 72090

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

June 22, 2010  
August 24, 1999  
Previous Board Approval

ADA Information Provided by Frances Crews  
Position Description Prepared by Steve Bouzianis