

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Employee and Governmental Relations/Personnel Services

QUALIFICATIONS

- Master's Degree or higher in school administration, supervision, educational leadership, or a related field.
- Three (3) years experience in public school administration or human resources preferred.
- Training or experience in the basic principles, current practices, and methods of collective bargaining.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to be sensitive to management viewpoint and working knowledge of labor law, school personnel law and public sector collective bargaining.

SUPERVISION

REPORTS TO Executive Director of Human Resources and Professional Standards
SUPERVISES Assigned Personnel

POSITION GOAL

To plan, organize, and coordinate negotiations with all employee groups within the school system for purposes of collective bargaining, monitor the implementation of the negotiated contracts and assist with human resources services for the District in compliance with laws, policies, and rules in a manner that will enhance the human assets of the organization and promote employee morale.

PERFORMANCE RESPONSIBILITIES

1. *Counsel the staff in matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, and federal and state regulations.
2. *Plan, organize, and coordinate negotiations and contract administration with employee groups of the school system.
3. *Plan, organize, and coordinate matters in fact finding arbitration, unfair labor charges and representation cases heard before public commissions for other bodies.
4. *Administer the employee grievance procedure adopted by the School Board, and assist the Superintendent in cases appealed to the District level.
5. *Interpret to the school system staff and representatives of employee organizations those policies, rules and procedures related to collective bargaining as well as maintain current knowledge of all local, state, and federal legislation touching on areas of employee relations in the school situation.
6. *Serve as the primary contact for the school system staff with representatives of employee organizations on questions concerning the interpretation and implementation of policies and rules adopted by the School Board.
7. *Serve as the liaison with Department of Education officials and other state agencies concerned with employee relations, as well as Florida School Board Association, Florida Association of District School Superintendents, and Florida Educational Negotiators.
8. *Assist the Superintendent in the formulation, development, and implementation of procedures to comply with rules and policies adopted by the School Board that are related to collective bargaining.
9. *Assist the Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations, and secure School Board reactions on negotiation proposals.
10. *Serve as a member of the Superintendent's Educational Support Team, and chair or serve on other committees related to the collective bargaining process.
11. *Coordinate and manage the function of the system's salary schedule, and employee calendars including the preparation, presentation and publication.
12. *Provide assistance to the Superintendent and School Board in the drafting of state legislation proposed by the School District for presentation to the State Legislature.
13. *Administer employee attendance bonus programs, the Advanced Placement and International Baccalaureate bonus programs, the Performance Based Pay process for teachers, and the Florida Lead Teacher stipend program.
14. *Direct and monitor the processing of leave requests that require District/School Board approval.
15. *Assist with the annual reappointment and unassigned employee placement process.
16. *Advise supervisory personnel regarding the resolution of personnel problems related to contract management.

DIRECTOR, Employee and Governmental Relations/Personnel Services, Page 2

- 17. *Assist in the preparation of the department budget for Employee and Governmental Relations.
- 18. *Ensure the department's compliance with union contract requirements as applicable.
- 19. *Maintain open communication between Employee and Governmental Relations/Personnel Services and cost center supervisor.
- 20. *Serve as human resources representative on special committees and advisory groups.
- 21. Perform other duties as assigned by the Executive Director of Human Resources and Professional Standards.

**Denotes essential job function/ADA*

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.
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

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO 02-B \$87,790 - \$134,668
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBA
Personnel Category	02
EEO-5 Line	06
Function	7100
Job Code	1426
Survey Code	77319

FLSA

Applicable
 Not applicable Previous Board Approval

ADA Information Provided by Stephen Bouzianis
Position Description Prepared by Boyd Karns

BOARD APPROVED

February 8, 2011
June 15, 2010
July 17, 2000
May 23, 2005