

East Side Union High School District

JOB TITLE: DIRECTOR OF EMPLOYEE RELATIONS

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the Associate Superintendent of Human Resources the Director of Employee Relations provides leadership and oversight of the District's responsibilities to provide a safe and non-discriminatory learning and working environment for all members of the District community. The Director is the Uniform Complaint Procedure Officer, and lead investigator, for complaints involving employees. The Director collaborates with district staff for the development and implementation of a comprehensive program for monitoring and compliance with laws, policies, procedures, and practices relating to discrimination, harassment and retaliation prohibited by California state and federal nondiscrimination laws. The director is responsible for the oversight of the District's benefits program and is also responsible for the implementation of and ensures compliance in mandated training, workers compensation, OSHA and all other regulations impacting workplace safety.

SUPERVISOR: Reports to the Associate Superintendent of Human Resources or designee

SPECIFIC FUNCTIONS AND DUTIES

Receive, tracks and serves as the lead investigator and overseer of investigations and resolution for all UCP complaints against employees.

Assist the Associate Superintendent, Human Resources in directing all aspects of the District's personnel program for certificated and classified employees

Supports the values of the District by overseeing institutional compliance efforts with equal opportunity and non-discrimination laws and practices and by strengthening a culture that supports a safe and non-discriminatory, positive learning, and working environment.

Work one-on-one with principals and other managers at their school sites or in their departments for appropriate supervision, evaluation, and discipline of classified and certificated personnel; assist in developing strategies for assistance; handle non-reelections and terminations; conduct fair, thorough, and legally sound investigations; assure compliance with bargaining unit agreements, State and federal laws, Board/District policies and regulations, and other applicable rules.

Regularly meets with and trains employees to ensure the full implementation of the District's policies and procedures relating to discrimination and harassment. Monitors and ensures the overall implementation of state and federal civil laws for the District.

Monitors the documentation of all information related to criminal allegations made against any certificated, classified, or unclassified District employee including the monitoring of law enforcement investigations and court proceedings

Directs and safeguards recordkeeping related to the notification process to the California Commission on Teacher Credentialing (CTC) regarding certificated employee misconduct. Ensures timely reporting is

performed and timely responses are provided to CTC and for information and/or documentation as required by law.

Consults with the CTC, California Department of Justice, California Department of Education, federal and State courts, bargaining unit representatives, law enforcement agencies, and the Office of the General Counsel regarding discipline and dismissal issues related to certificated, classified personnel, and unclassified personnel and investigative inquiries before and during employment.

Oversees, evaluates, and authorizes the release of records pursuant to subpoenas, employee authorizations, or inquiries from law enforcement agencies.

Prepares the District's responses to applicable federal and state agencies, including the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the California Department of Education and the California Department of Fair Employment and Housing.

Establish and maintain effective communications and relations with administrators, employees, parents, and law enforcement personnel through the investigative process.

Provide training and advisement to District administrators and staff regarding a wide variety of legal compliance issues and interpretation of related laws and codes; serve as a liaison between District administrators and District legal counsel regarding employment law

Participate in and advise managers and administrators regarding employer-to-employee relations and conflict management techniques; provide updated information and assistance regarding employer-to-employee relations. Coordinates restorative practices and mediation involving employees.

Oversee operation of fingerprinting department and review Department of Justice/Federal Bureau of Investigation criminal history and reports.

Work with Risk Management insurance provider to implement and deploy employee training courses and programs, as appropriate.

Assist with the implementation of mandatory training programs to ensure compliance with legally mandated training requirements; track completion of training programs by District staff.

Supporting sites in the development of FRISK communication and progressive discipline

Conducts oversight of the District's worker's compensation and benefits programs.

Performs other duties as assigned by the Associate Superintendent of Human Resources.

SKILLS AND KNOWLEDGE:

District personnel policies and procedures and general principals of employee relations.

Provisions of the California Education Code, Title 5 of the Administrative Code, the California Penal Code, the Health and Safety Code, Board Rules, and other statutes and regulations pertinent to public school personnel administration.

Laws, rules, court decisions, legal interpretations and regulations pertaining to employee relations and criminal matters.

Fundamental principles and accepted practice, current trends, literature, and research in the field of employee relations.

Exceptional interpersonal skills and the ability to work collaboratively and interact effectively with employees, students, and community/government agencies

Excellent written and verbal communication skills; strong presentation and facilitation skills with an emphasis on education and training for a variety of constituencies

Knowledge of matters relevant to investigating civil rights complaints

Demonstrated leadership, organizational, planning, and management skills and the ability to prioritize multiple projects

Demonstrated experience with and commitment to working effectively with individuals from diverse backgrounds, in support of an inclusive and welcoming environment

Ability to exercise a high level of discretion and manage confidential and sensitive matters

Ability to mitigate and manage conflicts and high profile media scrutiny

Work under time sensitive deadlines, pressure, and with frequent interruptions

A compassionate nature, a talent for listening, and a history of working with confidential and sensitive information

Strong analytical and critical thinking skills; ability to problem solve, analyze, summarize, and effectively present data

Deep sensitivity to and thorough understanding of the impact of trauma on individuals who have experienced sexual and gender based harassment and other forms of interpersonal violence.

Ability to act independently, take initiative, and exercise sound judgment

Prepare and present written and oral reports to diverse audiences that effectively represent the school district to the community

QUALIFICATIONS

California Administrative Credential

Bachelor's degree required in related field

Master's degree preferred

Five years of increasing responsibility in K-12 public education or regulatory compliance is strongly preferred

Valid California driver's License

Bilingual preferred

WORK YEAR

12-month position
Certificated Administrative Salary Schedule
216-218 Day Positive Work Year

EVALUATION

Annually by the Associate Superintendent of Human Resources

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Seldom = Less than 25%
 2. Occasional – 26%-50%
 3. Often = 51%-75%
 4. Frequent – above 76%
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- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
 - b. Ability to stand for extended periods of time [2]
 - c. Ability to see to read, prepare and proofread documents [4]
 - d. Ability to hear and understand speech at normal level [4]
 - e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
 - f. Ability to bend and twist, sit, stoop, kneel, push, and pull [4]
 - g. Ability to lift 5-20 lbs. [2]
 - h. Ability to carry 5-20 lbs. [2]
 - i. Ability to operate office equipment [4]
 - j. Ability to reach in all directions [4]

WORKING ENVIRONMENT

Office environment

Required to travel by personal and/or district vehicle to and from District sites and to work at remote District sites as needed to perform work activities.

REASONABLE ACCOMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: 10/25/2022 Bd Mtg