

## DIRECTOR OF EMPLOYEE RELATIONS

### DEFINITION

Directs the operations of the Employee Relations Section in the Division of Employee Support and Labor Relations of and oversees staff engaged in employment clearance activities, mandated reporting to State agencies, and the production and maintenance of employee disciplinary documents and records.

### TYPICAL DUTIES

Directs, plans, and coordinates the dismissal, discipline, and demotion documents of certificated, and classified and unclassified employees for presentation to the Board of Education for action. 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 the operation, security, and maintenance of fingerprinting stations at various District sites. Oversees the timely preparation of disciplinary documents and related assignment actions involving certificated, classified, and unclassified personnel.

Conducts background investigations and conviction reviews for all current and prospective employees.

Convenes administrative committees to determine eligibility of applicants and employees for current and future employment.

Directs and coordinates the operations of employee record maintenance of certificated personnel and employment verification for all District personnel.

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

Appears in court and other administrative proceedings as an expert witness on behalf of the District, and reports on court cases in progress.

Consults with and advises senior management staff regarding complex cases involving employee discipline, misconduct, or criminal activity.

Attends Closed and Open sessions of the Board to respond to inquiries or issues related to the Employee Relations Unit.

Serves as the Custodian of Records for District personnel records.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Employee Relations administers, coordinates, and supervises specialized employee services for classified, unclassified, and certificated employees in the areas of employee relations, employment clearance, disciplinary and criminal records, and mandated reporting to State and other agencies.

The Chief Human Resources Officer directs the activities related to the management and services rendered to certificated personnel in the District. The Deputy Chief Human Resources Officer assists in directing the management and services activities in certificated personnel, and acts as Chief as required.

An Assistant Chief Human Resources Officer plans, directs, administers, evaluates, and coordinates the work of major functions in the Human Resources Division.

## SUPERVISION

General direction is received from the Chief of Employee Support and Labor Relations. Supervision is exercised over professional, technical, and other support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- District personnel policies and procedures and general principals of employee relations
- District goals and objectives, and organizational structure and functions
- 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
- Effective administrative and managerial practices
- Microsoft Windows Operating Systems and Office Suite Programs

### Ability to:

- Work effectively with supervisors, peers, teachers, other District personnel, parents, community and union representatives, and other stakeholders, both individually and as a group
- Manage confidential matters pertaining to the character and reputation of individual employees with discretion
- Plan, organize, coordinate, prioritize, and review the work of a multi-unit operation
- Analyze, develop, and implement changes in operating policies and procedures
- Formulate and express ideas clearly and concisely in written reports and oral presentations
- Interpret codes, statutes, ordinances, rules, and regulations as they affect personnel
- Utilize technology, District applications, ISTAR, CASE, and other systems
- Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in public or business administration or education. A master's degree or higher in public or business administration or education from a recognized college or university is preferred.

Experience:

Five years of professional-level human resources experience preferably in employee relations, discipline, and conducting background investigations and conviction reviews for current or prospective employees. Three years of the required experience must have been at management-level. A master's degree from a recognized college or university may substitute for up to one year of the required professional-level experience, provided that the bachelor's degree requirement is met.

Special:

1. Management class
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code
3. A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
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RGK