



**POSITION DESCRIPTION**

<b>JOB TITLE: Employee Relations Specialist</b> Job Class: 0122		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Human Resources	<b>DIVISION</b> Human Resources
<b>BARGAINING UNIT:</b> ASC - Exempt		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Assists the district in achieving its goals and mission by assisting with management of relationships with the districts various bargaining units. Responsible for providing support and assistance to district administrators and supervisors in all aspects of employee relations. Conducts research for the development of employee contract proposals; participates in negotiating sessions and acts as chief spokesperson as assigned and participates in grievance procedures.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Assists in negotiations by serving on bargaining teams and acting as the spokesperson for the Board. Collects and reviews data, plans negotiating strategy, prepares and presents proposals and counter proposals, represents the Board in mediating sessions and prepares final offers.
2. Oversees and ensures complete implementation of all changes in contracts after agreements have been ratified.
3. Represents the Board in grievance arbitrations by interviewing potential witnesses, planning, hearing presentations, preparing exhibits, representing the Board at hearings, questioning witnesses and presenting oral arguments, researching and writing briefs and directing award implementation.
4. Advises administrators on interpretations of employee contracts, employee guides, laws, regulations, school board policies, etc. Assists administrators in resolving daily employee relations problems.
5. Processes grievances, investigates the facts, acts as a spokesperson at grievance meetings, interprets various contracts and handbooks, drafts dispositions and directs implementation of dispositions.
6. Meets with union representatives to discuss and/or negotiate the resolution of employee relations matters which may occur during the term of a collective bargaining agreement.

7. Assists in the preparation of interest arbitration, prohibited practice and unit clarification cases on behalf of the Board.
8. Prepares and presents employee relations in-service courses, represents the department at Board and committee meetings, assists with classification and organization studies by resolving problems associated with contract implications.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Employee Relations.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Position requires a law degree from an accredited law school and the ability to practice law in the State of Wisconsin.

**Experience Requirements**

At least three years of previous employee relations experience, preferably in a public sector environment is required.

**Knowledge, Skills, and Abilities**

Effective oral and written communications skills and negotiation and presentation skills are essential. Incumbent must have knowledge of grievance and arbitration processes and procedures and a general knowledge of employee law and employee relations activities. Must be able to work effectively with a diverse group of people. Incumbent must be able to juggle multiple priorities with differing deadlines. Must be able to maintain confidentiality, particularly when conducting investigations and inquiries. Incumbent should be able to prepare legal, technical documents and be able to identify trends in the employee market related to contract negotiation. Proficiency on a PC, with experience using MS Office software is critical.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Occasional travel to other MPS locations is necessary. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY**

**ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**