



POSITION DESCRIPTION

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| JOB TITLE: Director, Employment Relations Job Class:0123 | |
| DATE | Office of Human Resources Employment Relations |
| BARGAINING UNIT: ASC - Exempt | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Schedule: 14A (3E3) Pay Range: | Management Approval: |
| POSITION SUMMARY and PURPOSE: Represents Milwaukee Public School (MPS) in all employer/employment matters. Interprets and administers federal, state, local and company policies, procedures and regulations as they apply to a specific group of employees or department. Provides advice to MPS administrators on the application of rules and policies. Ensures employment manuals and handbooks are maintained and updated. | |

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 employment is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Serves as the leader of the employment relations department for Milwaukee Public Schools (MPS) and proactively manages employment relations for the district and the staff in their role as advocates for assigned departments.
2. Manages the day to day administration of the Employment Relations department, including but not limited to: in conjunction with the City Attorney's Office offers advice to schools and departments, advises administration on interpretations of rules and board policies, Federal and State laws and administrative regulations.
3. Meets regularly with the Chief Human Resources Officer, the Milwaukee Board of School Directors and the Superintendent to develop goals and strategies surrounding employment relations and the district.
4. Oversees the development of the district's employment guides and handbooks, and develops human resources and employment relations policies and procedures as directed. Oversees the training of MPS administration in the development of fair and consistent work rules.
5. Authorizes settlements of employment misconducts and oversees drafting of such settlement agreements. Manages the litigation caseload by assigning cases to employment relations staff and involving the assistant city attorney as appropriate.
6. Oversees and coordinates the work of the employment relations staff as hearing officers on behalf of the Superintendent.
7. Serves as the misconduct hearing officer as designee of Chief Human Resources Officer.

8. Responds to open records requests and constituent complaints as requested by the Superintendent's office.
9. Works closely with other Human Resource divisions to ensure compliance with benefit and insurance needs, ADA, EEOC, FLSA, unemployment and workers' compensation and staffing questions and concerns.
10. Conducts research regarding all employment relations issues as needed.
11. Designs and conducts in house management training on employment relations issues and analyzes the success of the programs.
12. Advises administrators and supervisors regarding disciplinary matters and investigations and coordinates activities between administrators and office of Board Governance.
13. Maintains currency in the fields of employment relations and human resources through membership with local professional organizations, attendance at seminars and conferences and reading publications and newsletters.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

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

Direction provided by the Chief Human Resources Officer.

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.

Total supervision for seven regular staff members and an intern.

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.)

The position requires a law degree from an accredited school of law and certification by the Wisconsin Bar Association.

Experience Requirements

Five to seven years of experience working in a Human Resources department with a complete understanding of Wisconsin employment laws; public sector experience is preferred.

Knowledge, Skills, and Abilities

Outstanding oral and written communication skills and presentation skills are essential. Experience in organizational development is necessary. Delegation skills are necessary. A proven track record in developing, implementing and facilitating successful organizational systems. The ability to write, create and review employment handbooks and training programs. Flexibility, diplomacy and tact are critical. Must be able to manage multiple initiatives, with established and varied deadlines. Extensive knowledge of federal, state and local employment laws (FLSA, EEOC, FMLA, ADA, etc.) and Board policies and procedures. Must be able to work effectively with a diverse population. Experience conducting and identifying training needs and designing and delivering training to meet the needs. Good working knowledge of applicable computer software is required.

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

General office environment.

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 employment 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 EMPLOYMENTS UNDER SUPERVISION.