



Administration Building
5225 West Vliet Street
Milwaukee, WI 53201-2181
P. O. Box 2181
Area 414: 475-8205

OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Employment Relations Specialist I</i>	Last Revised/Approved:
Job Code:	Reports To: <i>Director of Employment Relations</i>
Office: <i>Office of Human Resources</i>	Department: <i>Department of Employment Relations</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

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 on employment laws for policy and handbook updates and revisions; assists in the disciplinary process and procedures, and reviews background check reports.

Essential Functions/ Core Competencies:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

- Acts as hearing officer for complaints. Investigates the facts, drafts dispositions, and directs implementation of dispositions.
- Advises administrators on the implementation of MPS Employee Handbook, Board policies and procedures, and work rules.
- Assists administrators in employee disciplinary matters, including investigating the facts and preparation for the disciplinary hearing.
- Attends and provides support to MPS administrators in disciplinary hearings.
- Evaluates evidence with administrators to determine appropriate levels of discipline for violations of administrative work rules, policies and procedures.
- Acts as hearing officer for complaints. Investigates the facts, drafts dispositions, and directs implementation of dispositions.
- Prepares and presents employment relations in-service courses; represents the department at Board and committee meetings; prepares materials to train administrators on policies and procedures as well as various employment handbook processes.
- Performs research as directed on employment relations matters.
- Represents the department in various meetings and on committees as directed.
- Reviews background check reports.
- Actively supports the MPS Strategic Plan.

- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Law degree from an American Bar Association accredited law school is required.
- Licensed to practice law in the State of WI preferred.
- Cannot be in poor standing with any state bar.

Experience Requirements:

- None required.
- Demonstrated interest in employment or labor law preferred.

Knowledge, Skills and Abilities:

- Effective oral and written communications skills are essential.
- Must possess interpersonal skills that will facilitate work with all levels of management.
- Must be able to exercise sound judgment to make decisions based upon research and investigations of facts and law.
- The ability to negotiate and communicate effectively, prepare technical documents and summaries is necessary.
- Skilled in conducting investigations and data and information analysis and interpretation.
- Ability to read and interpret job related material, work cooperatively with school administration, employee groups, staff and central office management.
- Ability to work under pressure with time constraints, be versatile, adaptable and maintain confidentiality.
- Must be able to multi-task and work with varying deadlines in order to provide timely and responsive customer service.
- Computer skills with advanced knowledge of MS Office products is required.

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 with frequent travel to other MPS locations required.
- Must have a valid driver's license and personal vehicle.

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 and bending.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.