



Job Information

Job Title: Manager II, Employment Relations	Last Revised/Approved: 1/2/2020
Job Code: 1432	Reports To: Employment Relations Director
Office: Office of Human Resources	Department: Employment Relations

Compensation Information

Pay Grade: 12A	Pay Range: \$
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Manages the Employment Rights Administration Division (ERAD). Responsible for the administration of the following MPS functions: management of internal EEO (Equal Employment Opportunity), harassment and bullying complaints; job accommodation (e.g., religious; disability) compliance; fitness-for-duty assessments; administrative leave assessments; leaves of absence management (including management of services by the Board's third-party administrator for FMLA requests); and unemployment claims management. Counsels and advises administrators and supervisors regarding these functions. Identifies and analyzes risks, trends, legal matters and issues that affect the district's policies and operations. Investigates EEOC/ERD complaints and manages related litigation as needed in coordination with City Attorney's Office.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

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.

1. Manages internal complaint process regarding EEO, bullying and harassment. Interacts with all levels of the District to gather information, assess validity of allegations, and resolve conflicts. Manages mediation program. Investigates EEOC/ERD complaints and manages related litigation as needed.
2. Ensures job accommodation compliance and conducts fitness-for-duty assessments. Coordinates with and provides guidance to supervisors regarding appropriate accommodations. Communicates with physicians, administrators, department heads, attorneys and employee representatives. Researches, negotiates and

resolves requests from employees, serving as the Board's internal resource. Identifies and determines defense strategies.

3. Administers administrative leave functions including competency/risk/ability assessments (in consultation with medical professional as warranted). Places employees on involuntary leave and authorizes return to work in accordance with established protocol.
4. Manages all formal leave of absences, including coordination of FMLA leave with third-party. Administers AWOL process for employees who fail to return from leave or fail to obtain leave as required by established procedures.
5. Manages and administers unemployment claim function and ensures that MPS is protected from unworthy claims. This function includes: raising eligibility defenses, investigating merits of claims, sending responses for information, gathering evidence, hearing preparation, and representing MPS at unemployment hearings.
6. Provides training and expert advice as needed on subject matters related to essential functions.
7. Participates as a member of the OHR management staff to develop strategic plans for the HR Department and for Milwaukee Public Schools.
8. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

Job Requirements:

Education Requirements:

Position requires a law degree from an accredited university and a member in good standing with the Wisconsin Bar Association.

Experience Requirements:

Five or more years of responsible experience with complaint investigations; experience with leaves of absence, unemployment claims and job accommodation requests is desired; public sector experience or large institution experience is desired.

Knowledge, Skills and Abilities:

Outstanding oral and written communication and presentation skills are essential. A thorough understanding of EEO and ADA regulations including legal defense from an employer perspective. Technological literacy and experience working with human resource information systems, databases and spreadsheets as well as knowledge of research methods, practices and related skills are also required. The appropriate temperament to work with delicate and confidential medical information. Ability to proactively analyze, interpret and administer complex regulations and laws. Need for creative, flexible thinker who is a quick study and responds well under pressure. Must be able to juggle numerous responsibilities with varying deadlines. An effective communicator who can easily and clearly explain complex legal and regulatory issues to a diverse audience. Experience supervising staff 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.

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. Must be able to travel to sites throughout the district.

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 requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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.