

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Assistant Superintendent, Labor Relations	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Assistant Superintendent	FLSA:	Exempt
JOB CLASS CODE:	9885	WORK YEAR:	12 Months
DEPARTMENT:	Human Resources	SALARY:	Range 24 Salary Schedule A
REPORTS TO:	Chief Human Resources Officer	HR APPROVAL:	10-26-2023
		CABINET APPROVAL:	10-09-2023

BASIC FUNCTION:

Provide leadership and expertise in the labor relations and collective bargaining for the certificated, classified, and non-represented units; develop and maintain employee compensation policies and procedures; ensure resolution of investigations, Equal Employment Opportunity Commission (EEOC), labor, and employment issues; negotiating and interpreting collective bargaining agreements and administers negotiated memoranda of understanding; meeting and negotiating with all exclusive representatives; lead and provide support to the District’s employee/labor relations policies and procedures. Collaborates with the Chief Human Resources Officer and District staff to implement and manage agreements to improve and align labor relations with the Sacramento City Unified School District Schools (SCUSD) core values, mission, and vision.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide leadership and expertise to District administrators and staff to provide guidance in matters relating to labor relations. **E**

Work with the Chief of Human resource Services to represent the District in relationships with exclusive bargaining units and employee organizations. **E**

Provide expertise in support General Counsel to represent the District before the Public Employment Relations Board and the State and Federal courts on confidential matters. **E**

Represent the District in mediation, arbitration hearings (i.e. – grievance, PERB) based on negotiated contracts, settlements meetings, and student/family related alternative dispute resolution proceedings; making recommendations to General Counsel and Governing Authority on alternative dispute resolution settlement issues. **E**

Oversees Confer and Consult responsibilities for non-represented employees. **E**

Leads and monitors a program of performance evaluation for all employees; provides staff development to management team regarding scaling, supervision, evaluation and personnel management. **E**

Leads the implementation of layoffs for personnel when necessary; represents the District at PERB and other hearings regarding employee discipline, termination and/or layoff procedures. **E**

Leads and approves the release of employee and/or employment information to bargaining unit representatives. **E**

Provides technical expertise and recommends information regarding union relations and direct employee/labor relations policies and procedures, contract interpretation, investigation best practices, and participates in the formulation of policies, procedures and programs; advises on trends or challenges and recommends appropriate courses of action. **E**

Leads or conducts varied analytical studies, including but not limited to, cost benefits analyses and evaluation of bargaining strategies, objectives, and methods. **E**

Leads and fosters interest-based labor management and bargaining philosophy and actions consistent with a continuous improvement and learning model. **E**

Administer the District's grievance procedures for all employees; serve as the District grievance officer; and maintain records of grievance proceedings. **E**

Develop and implement in-service training in employee/labor relations and grievance procedures. **E**

Provide an information service to all management and employees about administration of contracts; support the Chief Human Resources Officer with communications to the Board of Education and management as required to carry out the negotiations function. **E**

Support the Chief Human Resources Officer with developing and preparing District proposals and counter-proposals with appropriate input from District Board, legal counsel, and District leadership. **E**

Leads in the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Processes and coordinates all formal employee disciplinary actions in accordance with Education Code requirements, Board policy and District collective bargaining agreements. **E**

Prepares Board agenda items; presents reports; reviews and presents Board items affecting personnel services; supports the Chief Human Resources Officer with updates to the Board for closed sessions regarding personnel matters. **E**

Plans and presents ongoing training for the District's management employees in areas such as Interest-Based Problem Solving, grievances, performance appraisal, documentation, employment contract management, and due process. **E**

Coordinate management responsibility for consultation with exclusive representatives, and serve as a liaison with employee organizations that have no exclusive representation. **E**

Work closely with the Chief Human Resources Officer and exclusive representatives, and promote non-adversarial bargaining. **E**

Support the Chief Human Resources Officer and other management personnel in matters relating to employer/employee relations, and recommend identification of management, bargaining unit, salary range of non-represented positions. **E**

Works collaboratively on all necessary grievances and investigations including complaints concerning school

personnel and allegations of discrimination or sexual harassment. **E**

Under the direction of the Chief of Human Resources Officer, in conjunction with Communications Department, collaborates in developing public news releases regarding collective bargaining implementation of agreements. **E**

Assist in the final preparation of policy and regulations agreed upon in negotiations. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, and exclusive representatives to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Meet and negotiate with exclusive representatives and maintain records of all negotiations sessions; work collaboratively with the Chief Human Resources Officer to develop and recommend objectives and negotiation strategies for the District's overall bargaining process. **E**

Makes visits to schools and community activities on an unvarying basis.

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Master's degree in Human Resources, Organizational Development, Psychology, Business Administration, Public Administration, or related field desirable from a four- year accredited college or university. JD or MBA preferred. A minimum of 6 years of experience leading negotiations and labor relations in a comprehensive school district, municipal, state or federal public agency or some combination of experiences. Pre- K-12 public education experience is desirable. Demonstrated success implementing and leading complex and collaborative leadership projects.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Must be willing to attend evening/weekend meetings or activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Grievance procedures including arbitration.
- Negotiations, personnel administration, and effective human relations techniques.
- Budget preparation and control.
- Federal, State, and District laws, rules, and regulations pertaining to employer-employee relations.
- School district policies and regulations.
- School district organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.
- Legislation concerning employer-employee relations, and represent the District as an advocate before the legislature in such matters.
- Theories, techniques, and methodologies of Human Resources management and administration, including labor relations, recruitment and selection, training methodologies, and reward systems.

- Current trends and related laws and regulations in educational reform, management, and Human Resources.
- Collaborative problem-solving methods.
- Principles, practices, and trends of public personnel administration.
- Functions of personnel, contract interpretation, investigation, evaluation, supervision, and discipline.
- Administrative and collective bargaining practices and techniques.
- Compensation practices, and personnel procedures and practices.
- Grievance procedures including arbitration.
- Interview and selection techniques and methods.
- Credentialing laws.
- Legal procedures, terminology, and negotiation processes.
- Report writing and presentation.
- Budget preparation and control.
- School district organization, operations, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Effective management principles, practices, and supervision techniques.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Conduct unbiased investigations.
- Prepare pleadings and briefs.
- Conduct legal research.
- Develop clear and unambiguous contract language.
- Work with grievance procedures including arbitration.
- Negotiate with a variety of employee organizations.
- Prepare summaries and reports to identify potential challenges, collect, analyze, and present complex data, evaluate alternative solutions and prepare sound recommendations based on data.
- High level of independence and judgment and the ability to anticipate, modify or adapt systems or programs in order to meet ongoing instructional, technological, and legal changes.
- Sequence and integrate multiple projects and programs, as well as develop both short and long term goals and metrics for analysis of results
- Leadership skills in facilitating group processes, including consensus building, and conflict resolution.
- Develop and strategically implement specific, detailed, and tangible plans.
- Work effectively with racially, ethnically, and linguistically diverse staff, students, and community to bring groups together toward common goals.
- Identify, develop, and deploy resources across multiple initiatives.
- Demonstrates cultural competence and a deep understanding of issues facing diverse groups with empathy.
- Build consensus, resolve conflict, and exhibits tact and willingness to have difficult conversations.
- Skillfully navigate existing political structures/systems.
- Clear and persuasive oral and written communication skills, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Aptness to recognize political and priority implications throughout the negotiation process.
- Proficiency to listen and accept feedback constructively.
- Possess high emotional intelligence skills.
- Demonstrates understanding of change management strategies.
- Lead in a fast-paced, demanding, and constantly changing environment.
- Sufficient auditory ability to carry on conversations in person with large audiences, one-on-one, and over the telephone; sufficient capacity to speak in an understandable voice with sufficient volume to be heard in

- normal conversations and to speak publicly;
- Use sufficient arm, hand, and finger dexterity to write, operate a keyboard, operate office equipment.
 - Provide leadership to negotiating teams.
 - Develop and present negotiating strategies.
 - Facilitate or otherwise resolve employee organization issues.
 - Maintain and coordinate effective relationships with management and employees organizations.
 - Communicate effectively verbally and in writing.
 - Interpret, apply, and explain rules, regulations, policies, and procedure
 - Analyze situations accurately, and adopt an effective course of action.
 - Prepare comprehensive narrative and statistical reports.
 - Supervise and evaluate the performance of assigned staff.
 - Operate a computer and related software.
 - Meet state and district standards of professional conduct as outlined in Board Policy.
 - Provide leadership and expertise in human capital management and Human Resources.
 - Develop innovative Human Resource programs, including training programs.
 - Effectively represent the District before the public.
 - Take individual initiative, accept responsibility, and be held accountable.
 - Provide leadership to negotiating teams.
 - Develop and present negotiating strategies.
 - Administer the District's grievance procedures.
 - Work across cultures and communities.
 - Evaluate and assess the effectiveness of teams, programs, and individuals.
 - Work independently, coordinate multiple activities simultaneously, and work flexible hours.
 - Prepare and deliver effective presentations to diverse audiences.
 - Establish and maintain effective working relationships with District staff and administrators, students, parents or guardians, labor organizations, outside agencies, and the public, in a multicultural community.
 - Exercise effective decision-making and problem-solving.
 - Read, interpret, apply, and explain rules, regulations, policies, contracts, and procedures.
 - Plan and organize work to meet schedules and timelines.

WORKING CONDITIONS:**SPECIAL REQUIREMENTS:**

Ability to work frequent nights, weekends, and holidays, as required. Ability to meet externally imposed and inflexible deadlines.

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through district-offered plans.