

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

<b>TITLE:</b>	Director, Employee Relations	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>POSITION CODE:</b>	5057	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 17 Salary Schedule A
<b>REPORTS TO:</b>	Assistant Superintendent, Human Resources	<b>BOARD APPROVAL:</b>	04-13-98
		<b>BOARD REVISION:</b>	04-05-99 05-01-00
		<b>HR REVISION:</b>	07-15-13

---

---

**BASIC FUNCTION:**

Administer the labor relations function of the district; act as the district's representative in meeting and negotiating with all exclusive representatives; recommend and administer the district's employee relations policies and procedures.

**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.)**

Represent the Board of Education, the Superintendent, and district management in their relationships with exclusive representatives. **E**

Meet and negotiate with exclusive representatives and maintain records of same. **E**

Provide guidance to the Superintendent and other management personnel in matters relating to employer/employee relations, and recommend identification of management, bargaining unit, and non-represented positions. **E**

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

Recommend, interpret, and administer employee relations policies and procedures, and coordinate interpretation of other district policies as they relate to employee relations. **E**

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

Develop and implement inservice training in employee relations and grievance procedures. **E**

Provide an information service to all management and employees about administration of contracts; meet with the Board of Education and management as required to carry out the negotiations function. **E**

Develop and prepare district proposals and counter-proposals with appropriate input from district board, legal counsel, and management personnel. **E**

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

Keep abreast of legislation concerning employer-employee relations, and represent the district as an advocate before the legislature in such matters. **E**

Supervision of staff assigned to Employee Relations Office. **E**

Perform related duties as assigned. **E**

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree supplemented by course work in employer-employee relations or related field, and five years experience in employer-employee relations with a specific emphasis in grievance administration and negotiations.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and provide personal automobile.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Federal, State, and district laws, rules, and regulations pertaining to employer-employee relations.
- Grievance procedures including arbitration.
- School district policies and regulations.
- School district organization and operations.

**ABILITY TO:**

- Maintain and coordinate effective relationships with management and employees organizations.
- Work with grievance procedures including arbitration.
- Communicate effectively verbally and in writing.
- Negotiate with a variety of employee organizations.
- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Facilitate or otherwise resolve employee organization issues.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

**APPROVALS:**

---

Kenneth Forrest, Chief Business Officer

---

Date

---

Jonathan P. Raymond, Superintendent

---

Date