



EMPLOYEE RELATIONS SPECIALIST

GENERAL RESPONSIBILITIES

Under the leadership of the Director, Employee Relations, the position is responsible for monitoring, reviewing, interpreting, and evaluating all personnel policies and practices of the School Division to ensure compliance with federal and state laws and administrative regulations. In addition, the position serves as a subject matter expert to advise administrators on the proper procedure in handling personnel matters and issues including employee evaluations, performance management, and work and hour issues covered under the Fair Labor Standards Act; respond to EEOC complaints; provide advice and guidance regarding discipline, grievances, leave, FMLA, and ADA; coordinate and facilitate the grievance procedure and serve as an expert witness in hearings; and administer the division's various leave options.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conduct thorough, complex investigations of employees for disciplinary matters, write detailed reports regarding the investigations and make discipline recommendations in consultation with administrators, the Director of Employee Relations and the Chief Human Resources Officer.
- Investigate allegations of harassment and discrimination involving School Board Employees.
- Notify and discuss sensitive personnel issues with the Director of Employee Relations and Chief Human Resources Officer.
- Analyze and respond to Family and Medical Leave Act requests and inquiries. Responsible for case management of all active cases within the Division.
- Analyze and manage requests for accommodations under the Americans with Disabilities Act; research and purchase appropriate equipment as needed.
- Develop, revise, and manage programs and processes for effective employee evaluation instruments/systems.
- Collaborate with principals to identify possible non-renewal candidates and actively monitor and participate in the non-renewal process.
- Respond to unemployment claims and represent School Division in Virginia Employment Commission (VEC) hearings.
- Coordinate and facilitate innovative professional development, workshops, and training to strengthen the professional skills of School Division administrators and supervisors.
- Maintain a close working relationship with principals and directors of assigned schools or departments.
- Maintain extensive contact with Child Protective Services and local police as needed regarding cases involving potential inappropriate employee interaction with students.
- Manage medical and academic leave requests for all employees to determine compliance with laws, policies, and regulations.
- Manage the Virginia Local Disability Program (VLDP) for Hybrid Plan Employees.
- Develop and/or implement employee recognition programs, including annual service awards and retirement banquet.
- Perform other assigned tasks or related work as required and as assigned by the Director of Employment Relations and/or the Chief Human Resources Officer.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the philosophies, principles, and practices of public personnel administration; thorough knowledge of employee evaluation systems and current trends in evaluation processes; thorough knowledge of research, data analysis and report presentation techniques; thorough knowledge of current Federal and State employment laws and regulations applicable to public school employment; exceptional written communication skills and the ability to analyze information and present in concise, detailed reports; ability to effectively communicate with all levels of employees and demonstrate adaptable speaking and listening skills in a variety of situations; ability to establish and maintain effective relationships with senior administrators, school officials, employees and the general public; ability to prioritize and work on multiple projects and consistently meet deadlines, ability to maintain the confidentiality of the employee and records; ability to work in a team to deliver training to employees; ability to plan,



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supervise and review the work of clerical subordinates; ability to establish, implement and monitor operational and clerical procedures relevant to leave management. Excellent organizational management skills.

EDUCATION AND EXPERIENCE

Required:

Master's Degree in Human Resources, personnel administration, educational administration, or related field.
Extensive experience in personnel management and in conducting employee relations activities.

Preferred:

School-based experience in personnel management and in conducting employee relations activities.
A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL DEMANDS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and driving. Occasional walking, standing, bending, and reaching. Ability to lift 20 pounds occasionally and up to 50 pounds rarely. Emotional demands include being subject to multiple, shifting priorities, frequent change and/or interruptions, frequent deadlines responding to highly stressful situations requiring immediate action, independent judgment, and superior problem-solving abilities, and intense, frequent interactions with employees. Requires timely and regular attendance and may require working beyond normal business hours.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/00, 10/19, 7/20
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