

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Employee Relations	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director II	FLSA:	Exempt

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

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:

related field, and five years experience in employer-employee relations with a specific emphasis in grievance administration and negotiations. -employee relations or

LICENSES AND OTHER REQUIREMENTS:

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.