

Jurisdiction: Ithaca City School District
Jurisdictional Class: Non-competitive
Adopted: 08/06/08
Revised: 07/15/09

DIRECTOR OF HUMAN RESOURCES AND LABOR RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: The Director of Human Resources and Labor Relations is responsible for developing, implementing, managing and administering the human resources and labor relations functions of the Ithaca City School District, including pre-employment procedures, recruitment, labor contract negotiation and administration, management and maintenance of employment records, employee discipline, compensation, benefits and compliance with applicable local, state and federal laws and regulations governing employment. The Director of Human Resources and Labor Relations serves as a resource for members of the District administrative team and as a member of the Superintendent of Schools' executive team. The work is performed under the administrative direction of the Superintendent of Schools with substantial latitude given for the exercise of independent judgment and discretion. The work is performed in close coordination with other District executive and managerial staff. Supervision is exercised over the work of departmental staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and directs District recruitment and selection efforts; oversees development of pools of qualified applicants for anticipated and actual vacancies and the work of screening and interviewing committees;
- Ensures compliance with District's equal employment opportunity and workforce diversity policies and procedures;
- Serves as a resource to members of the District administrative team regarding a wide range of employee relations issues and activities;
- Represents the Superintendent of Schools at grievance hearings;
- Coordinates the work of the District administrative team regarding the assignment, transfer, evaluation, promotion, discipline and termination of staff;
- Determines employee salaries and benefits in accordance with the terms of collective bargaining agreement and Board of Education policies;
- Supervises the preparation and maintenance of a variety of records and reports, including employment records, and records of departmental activities such as recruitment and selection records;
- Develops and oversees the implementation of a performance evaluation system for District staff;
- Oversees the District's compliance with personnel-related laws, policies, and regulations;
- Negotiates, administers, interprets and assures compliance with labor contracts;
- Serves as liaison between the District and its attorneys and other representatives in matters pertaining to labor relations;
- Serves as chief negotiator for District collective bargaining teams; collaborates with members of the District's administrative team and Board of Education in preparation for collective bargaining; develops, prepares and analyzes labor contract proposals;
- Serves as administrative liaison to the Board of Education's Human Resources Committee; prepares and presents reports to the Committee on pre-employment, personnel and labor relations matters;
- Serves as a member of the Superintendent of Schools' Executive Team and consults with the Superintendent of Schools and other members of the Executive Team about pre-employment, personnel and labor relations matters;
- Provides direction and directives to the Human Resources staff in the performance of their duties, establishing work priorities, and achieving department and District goals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of human resources administration; thorough knowledge of the principles, practices and techniques of labor relations, including collective bargaining and labor contract administration; thorough knowledge of federal, state, county and local labor and employment laws, including equal employment opportunity and anti-discrimination laws; working knowledge of the theory and administration of a civil service system; skill in developing, implementing and conducting outreach and targeted recruitment programs; skill in analyzing job descriptions, job requirements, supervisory practices, disciplinary practices, union contracts and employer policies; strong analytical skills; strong creative problem-solving skills; ability to understand and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to establish and maintain good working relationships with people of various cultures, races and socioeconomic levels; ability to manage and supervise an office and prepare budgetary materials; ability to use computerized office management tools, including data base, word processing and spreadsheet software; ability to successfully work with and serve a diverse local community; initiative; good judgment; confidentiality; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a NYS registered or regionally accredited university with a Master's degree in Human Resources Management, Industrial and Labor Relations, or a closely related field with similar course curriculum and two (2) years of full-time paid professional human resources experience, or its part-time paid equivalent, at least one (1) year of which must have been in a supervisory capacity; or
- B. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's degree in Human Resources Management, Industrial and Labor Relations, or a closely related field with similar course curriculum and five (5) years of full-time paid professional human resources experience, or its part-time paid equivalent, at least two (2) years of which must have been in a supervisory capacity.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.