

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR – EMPLOYEE RELATIONS HUMAN RESOURCES DIVISION**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs professional, investigative, and responsible personnel administration to carry out school system policies and procedures relating to employee relations. Work involves interpreting existing personnel ordinances, policies and procedures; addressing employee complaints, concerns, and issues; and developing and/or coordinating programs and policies in employee relations. Employee is responsible for investigating incidents that occur on GCS property that may be in violation of school board policy or criminal law and preparing written incident reports. Employee is responsible for overseeing criminal record checks on all candidates recommended for employment with GCS. Employee serves as a mediator in the district's employee grievance process and coordinates the Human Resource awards and recognitions programs for licensed and classified staff. Reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Conducts investigations of incidents that occur on Guilford County Schools' property that may be in violation of school board policy and/or criminal law.

Investigate, analyze and make decisions regarding personnel problems and/or issues.

Collects information regarding incidents and prepare accurate written reports.

Develops methods for interaction between employees and managers concerning job responsibilities in order to enhance job satisfaction, solve job-related problems and improve organizational effectiveness; assists in creating a work environment that emphasizes a commitment to service as a means to achieving personal satisfaction.

Investigates, analyzes and formulates methods for handling special projects; oversees projects to completion and evaluates final results; prepares and reviews various reports and performs special projects; serves as liaison with outside agencies on special work programs and special projects; advises and directs staff on a variety of non-routine matters.

Searches public and private records to locate property subject to forfeiture.

## **DIRECTOR – EMPLOYEE RELATIONS**

Drafts forms, notices, and orders required under Rules of Civil and Criminal Procedure to collect criminal fines and obtain property forfeitures.

Coordinates and communicates with the District Attorney's staff, the School Safety Office, the Greensboro Police Department, the Guilford County Sheriff's Department, and/or other law enforcement agencies concerning pending criminal investigations and prosecutions that involve employees charged or suspected of criminal activities and/or cases for which the property of the suspect/defendant(s) is subject to forfeiture.

Establishes and maintains a record or log of the collection and forfeiture proceedings initiated by the paralegal and the results of those proceedings in order to evaluate the effectiveness of the position.

Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, and legal codes.

Coordinates the conduct of statewide criminal record checks on candidates recommended for employment with GCS.

Analyzes and interprets criminal record check results and communicates with Directors, Principals and other staff regarding the findings.

Coordinates the conduct of statewide criminal record checks on volunteers who work unsupervised with students as submitted by site-based administrators.

Coordinates the conduct of criminal records checks on an annual basis on a random sample of current employees.

Establishes and maintains a log on the record checks conducted.

Coordinates and communicates with agencies approved to perform out of state record checks on candidates recommended for employment.

Assists with the drug/alcohol free workplace program.

Prepares and delivers subpoenaed documents to the appropriate clerk of courts office.

Investigates facts and law of case to determine causes of action and to prepare case accordingly. Prepares and presents training sessions with other GCS staff on legal issues, policies, and procedures to beginning teachers and new administrators.

## **DIRECTOR – EMPLOYEE RELATIONS**

Coordinates annual awards and recognition programs including Teacher of the Year, Principal of the Year, Rookie Teacher of the Year, and Mentor of the Year.

Serves as the mediator in the employee grievance process when assigned by the Chief HR Officer.

Supervises the custodial staff for the Eugene Street Administrative Office.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in social science, business or public administration or a related field, with a Master's degree preferred, and 6 to 9 years of progressively responsible experience in employee relations, human resource administration, or related area; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read, analyze, and interpret common scientific and technical journals, legal documents, correspondence, reports, manuals, professional journals, forms, charts, etc. Requires the ability to prepare documents, correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

## **DIRECTOR – EMPLOYEE RELATIONS**

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal, personnel and governmental terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of Public School Law.

Thorough knowledge of State and local policies and procedures regarding human resources activities.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

## **DIRECTOR – EMPLOYEE RELATIONS**

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of state and local laws, rules and regulations governing investigations.

Considerable knowledge of the principles and practices of modern interviewing techniques.

Some knowledge of public sector, education, and related fields of law at the federal and state levels and how they relate to a local school system.

Ability to develop or interpret personnel policies and procedures.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to conduct research, organize facts, and draft legal documents.

Ability to effectively express ideas orally and in writing.

Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.

Ability to exercise tact and courtesy in frequent contact with employees, agency representatives, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.