

Leon County Public Schools Classification Specification

Salary Grade 21

Summary Information:

Classification Title:	Chief, Labor and Employment Relations	Date Prepared:	06/2005, 10/2002
FLSA Status:	Exempt	Authorized Location:	District Level Only

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

592	Employee Contract Negotiation	Negotiate collective bargaining agreements with union representatives and attorneys. Also includes participation as member of negotiating team or providing input to negotiators.
084A	School Law	Assist in general litigation in Federal and State courts regarding employment cases. Review Public Record requests and respond to opinion inquiries from staff.
086A	Personnel Discipline and Employment Discrimination Law	Prosecute employee suspension and dismissal cases. Assist in employment discrimination cases at Equal Employment Opportunity Commission and Florida Commission on Human Relations with subsequent appeals in Federal and State courts.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, program, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does not include employee grievances.
597	Employee Grievances	Develop and administer employee grievance procedures.
598	Employee Relations	Assist employees in resolving job related and professional problems. Assist in career development. Includes grievances.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
612	Litigation Assistance	Assist in legal matters involving workman's compensation, unemployment compensation, arbitration, unfair labor practices, personal injury, and related matters.
594	Employee Contract Administration	Interpret all employee collective bargaining contracts.

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Activity Name (cont)

039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.
320	Budget Preparation	Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Does not include parent liaison.
603	Disciplinary Actions	Recommend the discipline and/or termination of staff. Coordinate the approval and documentation requirements.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
047	Professional Meetings	Attend professional association meetings as required.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience	M.A. or Ph.D. with six years related experience.; or B.A. or B.S. Degree with eight years related experience two of which must include supervision of two or more employees; and member of the Florida Bar; (Related experience must be in both commonplace and unusual work situations and problems associated with the occupational field – sufficient to plan and administer work programs.)
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision applies to one or more organizational units with full responsibility for results in terms of costs, methods, and personnel administration.
Board Approval Date	07/12/2005, 10/22/2002