

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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| <b>TITLE:</b>  | Director, Employee Relations | <b>CLASSIFICATION:</b> | Non-Represented<br>Management, Classified |
| <b>SERIES:</b> | Director II                  | <b>FLSA:</b>           | 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.

**APPROVALS:**

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Kenneth Forrest, Chief Business Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date