

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2000
SALARY SCHEDULE: #48
RANGE: 0007
SCHOOLS LEGAL SERVICE SERIES
CLASSIFIED SCHOOLS LEGAL SERVICE
CODE: 1,2,6,8

DIRECTOR OF LABOR RELATIONS

DEFINITION

Under direction of the General Counsel, provides collective bargaining advice and representation to clients of Schools Legal Services and supervises and directs the work of labor relations specialists.

EXAMPLES OF DUTIES

Confers with and advises clients on labor relations and collective bargaining;

represents clients in negotiations with employee organizations;

represents clients in proceedings before the Public Employment Relations Board as assigned, in consultation with legal counsel;

represents clients in grievance proceedings; including arbitrations as assigned by the General Counsel;

represents clients in factfinding proceedings;

prepares bargaining agreement language and settlement agreements;

reviews and summarizes the laws and rulings regarding collective bargaining for dissemination to clients;

prepares and delivers presentations at workshops and training sessions for district personnel;

assigns work to labor relations specialists;

evaluates the work of labor relations specialists;

reports on labor relations developments to the Schools Legal Service Board of Directors and attends board meetings;

makes recommendations to the General Counsel related to the hiring, discipline and/or termination of Bargaining Specialists positions;

makes recommendations to the General Counsel related to collective bargaining fees and budgeting, and provides supporting data;

performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

duties, powers, limitations and authority of Schools Legal Service bargaining service and its labor relations specialists;

principles of law relating to collective bargaining for public schools;

principles and techniques of collective bargaining, including traditional and interest-based strategies;

principles and techniques of grievance processing, including arbitration practice;

research methods and writing skills required for preparation of briefs and arguments in administrative proceedings;

rules of evidence and procedure in administrative proceedings;

basic office methods, practices and procedures;

standard English usage, spelling, grammar and punctuation;

safe work practices.

Ability to:

respond promptly to requests of clients; provide needed information, assistance, training, materials and resources;

plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established time lines including maintaining accurate records and files;

maintain an orderly work environment and perform tasks in prescribed and safe manner;

establish and maintain cooperative and professional working relationships with those contacted during performance of job duties;

maintain and improve professional skills and knowledge;

be flexible and receptive to change;

understand and apply principles, techniques and procedures required for effective job performance;

negotiate contracts, agreements and settlements;

draft contracts and other collective bargaining related documents with legal consequences and effect;

research and prepare briefs and position statements;

analyze difficult and complex bargaining and grievance-related issues;

present statements of fact, law and argument clearly and logically in written and oral form;

work cooperatively and effectively with other Schools Legal Service staff, clients and other client representatives to advocate and protect the interests of clients;

travel extensively as necessary to perform the duties of the position;

use, or learn to use, a computer for preparation of documents and conduct research using on-line and electronic library resources;

supervise and direct the work of labor relations specialists, prioritize assignments and evaluate the work of labor relations specialists.

Experience:

Prior experience as a negotiator on behalf of public school employers;

prior experience representing cases before PERB and independent arbitrators.

Education:

College graduate.

Other Requirements:

Possession of or ability to obtain upon employment a valid California Driver's License.

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