

Supervisor, Employee Relations

**Job Code****000573****FLSA Status****Exempt****Pay Level (Grade)****00018****Reports To****Director, Employee and
Labor Relations****Calendar - Primary****A - 250**

Mission Statement

- We serve as trusted partners in education with our students, families, and community.
- We prepare our students to be critical thinkers, responsible digital citizens, innovators and visionaries, resilient individuals, and global collaborators.
- We commit to inclusive practices and equity with an expectation of excellence from every student and employee every day.

Job Summary

This position is responsible for developing employee relations programs, policies, and procedures strategies that foster positive relations between employees and the organization as well as reviewing and evaluating compliance issues/concerns within the School Division. This position ensures fair and equal enforcement of employee relations related issues and provides guidance and resources in creating positive and inclusive working environments for all employees.

This position will have overall responsibility for compliance of Regulation 561-5 Complaints Against School Officials and Employees other than Discrimination and/or Grievances ensuring all staff understand their rights and where applicable, their responsibilities under the law.

Essential Responsibilities

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

PWCS requires that each employee:

- works collaboratively with all stakeholders in execution of division strategic plan, "Elevate 2030."
- establish and maintain cooperative and effective working relationships with others,

- communicate effectively,
- relate to and interact with a non-traditional and diverse student and employee population,
- report to work on a regular and punctual basis as scheduled,
- perform all other related work delegated or required to accomplish the objectives of the total school program,
- have knowledge of and be able to use relevant technology,
- participate in the annual professional growth planning process, and
- recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

Essential Responsibilities - specific to this job

- Designs, plans, and implements employee relations programs, policies, and procedures
- Fosters change by creating and nurturing a school division climate that embraces the value of kindness, civility, diversity, equity and inclusion
- Develops and delivers professional development in support of the employee relations program
- Provides a timely response to Division offices, staff, and employees in relation to employee inquiries, case preparation and documentation, information request processing, resolution determination, and closing follow-up inquiry
- Responds to alleged violations of School Board policies and regulations by evaluating concerns, recommending appropriate action, and monitoring complaints throughout the process to include closure and follow-up
- Responds to allegations of employee misconduct, recommending appropriate action, and ensuring investigation and corrective action where necessary
- Develops, revises, and updates School Board policies and regulations consistent with federal, state and local laws
- Monitors and ensures compliance with federal, state, and local employment laws, and School Board policies and regulations
- Manages the administrative leave process
- Monitors employee investigations to ensure they are conducted in a timely and impartial manner
- Facilitates the resolution of employee relations matters that have not been satisfactorily addressed within established procedures
- Conducts research and identify potential areas of compliance vulnerability and risk
- Develops/implements corrective action plans and provide general guidance on how to avoid similar situations in the future
- Manages the grievance/termination process to include the Superintendent's hearings and School Board determinations for all PWCS employees
- Provides technical assistance to administrators regarding fair employment practices, and compliance with employment laws
- Works closely with the PWCS Office of Division Counsel regarding legal interpretation and application of various laws, policies, and regulations
- Identifies patterns of employee concerns and reports concerns directly to the Director of Human Resources
- Maintains case management confidentiality throughout the entire process
- May serve as mediator in applicable cases that can be resolved through voluntary resolution/mediation
- Responsible for compliance and case reporting

Other Job Responsibilities

Qualifications for Successful Performance

Knowledge, Skills, Abilities and Behaviors

- Ability to work with diverse community groups and outreach programs
- Ability to work through resolution of employee concerns
- Familiarity with operational, financial, quality assurance, and human resource procedures and regulations required
- Ability to serve as an expert resource for students, teachers, administrators, PWCS staff, and the community regarding situations involving employee relations
- Ability to develop and implement diversity, equity and inclusion initiatives for employees
- Working knowledge of operational, financial, quality assurance, and human resource procedures and regulations
- Proficiency in writing and analytical skills and in preparation of useful reporting
- Bilingual in English and Spanish, preferred
- Knowledge of employment law
- Ability to foster teamwork and to work collaboratively with other members of an administrative staff and diverse community members and employee associations
- Excellent collaborative and communication skills and ability to manage highly sensitive and confidential information

Education or Equivalency Requirements

Minimum/ Preferred	Education level	Description
Minimum	Bachelor's Degree	Bachelor's degree from an accredited college or university required
Preferred	Master's Degree	
Preferred	Doctorate	

Work Experience Requirements

Equivalent to at least	Type	Area or Field
5 years	Related and/or Specific	Employee relations, change management, leadership development training or related field
Some portion	Specific	Administrative experience and familiarity with the operations and procedures of a Pre-K-12 public school division or public university essential

Certification and License Requirements

Certifications/ Licensures	Comments
Industry	Human Resources, HRCI or SHRM preferred

Work Environment and Physical and Mental Requirements

The work environment and physical and mental demands described here are representative of those an employee encounters and is expected to meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment Type: INDOOR: Work is performed in a standard office, classroom, or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Physical /Sensory Requirements

Frequency

Light work that includes lifting and moving objects up to 20 pounds.	Frequently
Medium work that includes lifting and moving objects up to 50 pounds.	Occasionally
Heavy work that includes lifting and moving objects up to 100 pounds or more.	Not anticipated
Ascend or descend ladders, stairs, scaffolding, ramps, poles or similar.	Occasionally
Move about to accomplish tasks or move from one work site to another.	Occasionally
Remain in a stationary position, often standing or sitting for prolonged periods.	Frequently
Operate non-office machinery and/or power tools.	Not anticipated
Repeat motions that involve the wrists, hands and/or fingers.	Frequently
Move in different positions to complete tasks in various conditions and spaces.	Occasionally
Operate motor vehicles or heavy equipment.	Not anticipated
Match or detect differences between colors, including shades of color and brightness.	Occasionally
See details at a distance.	Occasionally
See details at close range (within a few feet of the observer).	Frequently
See objects in the presence of glare or bright lighting.	Not anticipated
See objects in the low lighting.	Occasionally
See objects or movement of objects using peripheral vision.	Occasionally

Mental/Cognitive Requirements

Frequency

Listen to and understand information presented through spoken words and sentences.	Consistently
Read and understand information presented in writing.	Consistently
Communicate information in speaking so others will understand.	Consistently

Communicate information in writing so others will understand.	Consistently
Ability to generate ideas or develop creative ways to solve problems.	Consistently
Ability to tell if something is wrong or is likely to go wrong.	Consistently
Ability to apply general rules to specific problems to produce workable answers.	Consistently
Ability to combine pieces of information to form general rules or conclusions.	Consistently
Ability to arrange for certain order or pattern according to a specific or set of rules.	Consistently
Ability to create and apply rules for combining or grouping things in different ways.	Occasionally
Ability to choose the right mathematical methods or formulas to solve a problem.	Occasionally
Ability to add, subtract, multiply, or divide quickly and correctly.	Occasionally
Ability to recall available information.	Consistently
Ability to acquire and organize visual information.	Consistently
Ability to manipulate and organize spatial information.	Occasionally
Ability to apply and maintain attention.	Consistently
Ability to manipulate and control objects.	Occasionally
Assess the accuracy, neatness, and thoroughness of the work assigned.	Consistently
Other Requirements Not Identified Above	

Other Related Job Information	
Budget authority: Effectively utilize funds for resources applicable to this position Number of direct reports: 2 Number of schools served: Responsible to assist all schools and central offices upon request	
Other Related Information	Description

Serving the Community with Excellence
Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.