

Director of Employee and Labor Relations

*This position opens on **July 27, 2021** and closes **August 15, 2021**.*

Initial application screening will occur on August 3, 2021.

DESCRIPTION

Under the direction of the Chief Human Resources and Professional Development Officer of the Howard County Public School System (HCPSS), the Director of Employee and Labor Relations is responsible for the coordination, supervision, and management of all areas within employee and labor relations including collective bargaining, contract administration, employee appeals, and grievances. The Director of Employee and Labor Relations provides oversight of the Equity Assurance Office.

To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

ESSENTIAL POSITION RESPONSIBILITIES

- Serves as the Chief Negotiator for the Board of Education. Lead advisor on all labor relations matters regarding the collective bargaining agreements and Memorandums of Understanding with all employee bargaining units. Interprets and administers collective bargaining agreements including the processing of grievances and appeals.
- Advises and provides counsel to the Superintendent, executive leadership, school-based administrators, and supervisory staff to support the interpretation of negotiated agreements, resolution of employee performance concerns, grievances, and appeals.
- Serves as Superintendent's designee for grievances and 4-205 appeals.
- Conducts research and collects data to support collective bargaining. Makes recommendations on changes to the collective bargaining agreements.
- Reviews negotiated and mediated settlements, arbitration cases across the state, and federal and state legislation to support successful collective bargaining with HCPSS employee bargaining units.
- Develops and conducts training programs related to employee and labor relation policies, procedures, and the grievance process. Orients Board members on current negotiated agreements, the collective bargaining process and recommends bargaining parameters.
- Manages the Equity Assurance Office with employee and Title IX investigations.
- Provides guidance to managers and employees on counseling, discipline, performance management, policy interpretation, grievance procedures, union contract compliance and other employee/labor relation matters. Monitor's investigation status, as appropriate, with the Department Social Service and the Howard County Police Department.
- Collaborates and communicates with bargaining unit representatives to foster positive working relationships.
- Serves as the HCPSS representative to the Maryland Negotiation Service (MNS) and actively participates in MNS activities at the county and state levels.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Master's degree, or higher, from an accredited college or university in education, public administration, human resource management, labor relations, business management or a related field.

Experience:

- Three (3) years of experience in human resource management, employee performance management, or labor relations.
- Three (3) years as a chief negotiator or bargaining team member. Experience must include interpreting and providing guidance on case law, federal and state regulations, and collective bargaining agreements.
- Working knowledge of the Education Article of the Annotated Code of Maryland and the Code of Maryland Regulations (COMAR) regulations applicable to public education.

PREFERRED QUALIFICATIONS

- Five (5) years of experience in human resource management, employee performance management, or labor relations.
- Five (5) years as a chief negotiator or bargaining team member.
- Experience in collective bargaining, contract implementation, and the appeals/grievance processes in a PreK-12 public school setting.

EMPLOYMENT INFORMATION

This is a full-time position in the Administrative, Management and Technical (AMT) employee unit. The current starting salary range for this position is Group I, \$122,412 - \$178,331. Salary placement will be in conjunction with salary procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications for degrees earned from foreign institutions.

Dr. Michael J. Martirano, Superintendent

Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

For questions regarding this vacancy, please contact:

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Executive Director
Office of Human Resources
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Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.