

## **Coordinator of Employee and Labor Relations**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Director of Employee and Labor Relations, the Coordinator of Employee and Labor Relations will provide guidance and consultation to employees, leaders, and labor partners on workplace issues, policies, and contract interpretations. Additionally, this position will serve as the Howard County Public School System's Deputy Title IX Coordinator and Investigator.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Serve as a subject matter expert and provide guidance to staff, leaders, and labor partners on HCPSS policies, procedures, as well as federal and state regulations.
- Assist with the development and facilitation of training programs related to employee and labor relations policies, procedures, workplace investigations, best practices, and grievance mitigation.
- Conduct fact-finding through acquiring and analyzing documentary and testimonial evidence in order to prepare Reports of Investigation.
- Maintain collaborative relationships with labor partners and attends labor management meetings with labor partners.
- Manage reasonable accommodations under Americans with Disabilities Act (ADA) for staff within HCPSS.
- Serve as a key participant of the collective bargaining team.
- Prepare weekly case study reports for the purpose of providing professional development opportunities to the Department of Employee and Labor Relations as well as leaders throughout HCPSS.
- Serve as the HCPSS Deputy Title IX Coordinator and an alternate Title IX Investigator.

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:**

- Bachelor's degree, or higher, from an accredited college or university, in business, communication, human resources, human services, or a closely related field.

#### **Experience:**

- Six (6) years of experience performing human resource related tasks (e.g., recruiting/staffing, benefits, compensation, payroll, classification, employee relations, labor relations, etc.), conducting workplace investigations or school-based/student investigations, and/or collaborating with labor partners or mitigating

grievance issues.

### **PREFERRED QUALIFICATIONS**

- Master's degree, from an accredited college or university, in human resources, legal studies, employment law, business, or a closely related field; Doctor of Jurisprudence from an accredited law school; or a paralegal certification.
- Certification in mediation or alternate dispute resolution.
- Title IX certification as a Coordinator, Investigator, Decision-maker, or Appeal Officer.
- Prior experience in a PreK-12 setting or college/university.
- Prior experience participating in collective bargaining negotiations.
- Experience conducting Title IX investigations.
- Professional HR Certification (SHRM, HRCI, IPMA, etc.)

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is a full-time, 12-month per year position, in the Administrative, Management, and Technical employee unit. The anticipated salary range for this position is \$103,929 - \$126,740. 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.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

**HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.**

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

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

As part of the application process for this position, two writing samples will be sent to applicants upon submission and screening of the application.

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, transcripts, certification) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.