

## **Employee and Labor and Relations Specialist, Division of Operations**

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 and Director of School Facilities, the Employee and Labor Relations Specialist (ELRS) will primarily support employees and leaders within the Office of School Facilities with guidance and consultation on performance management, workplace investigations, workplace accommodations, and policy and labor contract interpretation. This position will also provide secondary support to other departments within the Division of Operations. The ELRS is tasked with fostering a workplace that is free from harassment, bullying, and intimidation, as well as working collaboratively with staff members needing workplace accommodations in order to perform the essential functions of their position.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Serves as a subject matter expert and provides guidance to the Division of Operations' employees and leaders on HCPSS policies, procedures, as well as federal and state regulations.
- Investigates and provides guidance on reports of bullying, harassment, and intimidation (BHI) in accordance with HCPSS policies and procedures. Conducts fact-finding through acquiring and analyzing documentary and testimonial evidence in order to prepare Reports of Investigation.
- Provides guidance to supervisors on workplace investigations. Conducts and/or attends due process meetings in accordance with HCPSS policy. Drafts recommendations and disciplinary letters on behalf of the Division of Operations leaders.
- Assists with the development and facilitation of training programs related to employee and labor relations policies, procedures, workplace investigations, best practices, and grievance mitigation.
- Establishes and maintains collaborative relationships with labor partners (e.g., AFSCME and HCEA-ESP) and attend labor management meetings with labor partners. Serves as a key participant of the collective bargaining team.
- Facilitates reasonable accommodations under the Americans with Disabilities Act (ADA) and religious accommodations for staff assigned to the Division of Operations.
- Prepares weekly case study reports for the purpose of providing professional development opportunities to leaders within the Division of Operations.

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.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and understanding of ADA regulations, guidelines and standards applicable to an education and/or workplace setting.
- Knowledge and understanding of related Federal and State privacy laws and regulations.

- Demonstrated skill in interview and investigation techniques, including ability to actively listen.
- Demonstrated ability to maintain confidentiality.
- Conflict resolution and/or mediation skills.
- Strong listening, interpersonal and communication skills.
- Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information.
- Intermediate skills in the use of computers and related software applications.
- Ability to investigate, analyze information, and draw conclusions based on HCPSS policies and procedures, union agreements and the law.
- Ability to interpret, analyze, and advise supervisors/leader on the application of federal and state regulations in employment.
- Ability to communicate with and relate to individuals of diverse disabilities and backgrounds.
- Ability to gather data, compile information and prepare reports.
- Ability to make administrative and procedural decisions and judgments on sensitive confidential issues.
- Ability to handle multiple tasks with time sensitive deadlines with minimal supervision.
- Ability to create and deliver effective presentations to large and small audiences.
- Ability to occasionally work during a second shift as required (2:30 pm -10:00 pm), approximately 3-5% of the time.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- Bachelor's degree from an accredited college or university.

#### **Experience:**

- Two (2) years of direct experience collaborating with labor partners, mitigating grievance issues, or performing professional level human resource related tasks (e.g., recruiting/staffing, benefits, compensation, payroll, classification, employee relations, labor relations, etc.).
- Two (2) years of experience conducting workplace or school-based/student investigations.
- One (1) year of experience interpreting union contracts and organizational policies.

### **PREFERRED QUALIFICATIONS**

- Experience interpreting union contracts and organizational policies in a PreK-12 or college/university setting.
- Experience participating in collective bargaining negotiations.
- Professional Human Resources Certification (e.g., SHRM, HRCI, IPMA, etc.).
- Certification in mediation or alternate dispute resolution (ADR).
- Master's degree, from an accredited college or university, in human resources, legal studies, employment law, business, or a closely related field.

### **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 12-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 25 on the Technical Central Office and School Based salary scale, \$83,075 - \$131,760. Step placement within this lane will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for telework up to **one** day per week. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

### **APPLICATION REQUIREMENTS**

**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.

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) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@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.