

## **Director of Employee and Labor Relations**

*This position opens on **August 8, 2024** and closes **September 8, 2024**. First consideration will be given to applicants who apply by **August 21, 2024**.*

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 Human Resources Executive Officer, 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, grievances, and workplace accommodations. Further, the Director of Employee and Labor Relations provides oversight to all employee-related workplace investigations (Discrimination, Harassment, Bullying, etc.) and serves as a Deputy Title IX Coordinator and Decision-maker.

The Director of Employee and Labor Relations is responsible for maintaining and fostering positive relationships with HCPSS's three (3) labor partners and will serve as the primary/lead negotiator for five (5) master agreements. The Director of Employee and Labor Relations will work with supervisors to manage employee-employer relationships.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Serves as the Primary/Lead Negotiator for the Board of Education of Howard County and 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. Collaborates and communicates with bargaining unit representatives to foster positive working relationships.
- 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 the Superintendent's designee for grievances and employee disciplinary/investigation 4-205 appeals. Serves as the HCPSS representative to the Maryland Negotiation Service (MNS) and actively participates in MNS activities at the county and state levels.
- 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 of Education members to current negotiated agreements, the collective bargaining process and recommends bargaining parameters.
- Provides guidance to managers and employees on counseling, discipline, performance management, policy interpretation, grievance procedures, union contract compliance and other employee/labor relation matters.

- Monitors investigation status, as appropriate, with the Department of Social Services and the Howard County Police Department.

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**

**A combination of education and experience may be considered.**

#### **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:**

- Five (5) years of supervisory experience in human resource management, employee performance management, or labor relations.
- Eight (8) years of experience performing human resource related tasks (e.g., recruiting/staffing, benefits, compensation, payroll, classification, employee relations, labor relations, etc.), or conducting workplace investigations.
- Three (3) years as a lead negotiator or bargaining team member. Experience must include interpreting and providing guidance on case law, federal and state regulations, and collective bargaining agreements.

### **PREFERRED QUALIFICATIONS**

- Industry certification in human resources (SHRM-SCP/CP, SPHR-PHR, IPMA-CP/IPMA-SCP, etc.).
- Certification in mediation or alternate dispute resolution.
- Certification in workplace investigations.
- Experience in collective bargaining, contract implementation, and the appeals/grievance processes in a PreK-12 public school setting.
- Working knowledge of the Education Article of the Annotated Code of Maryland and the Code of Maryland Regulations (COMAR) regulations applicable to public education.

### **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 position in the Executive employee unit. The minimum starting salary for this position is \$160,000. 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**

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.

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.