

STAFF RELATIONS MANAGER

DEFINITION

Plans, manages, and reviews the activities of professional and support staff facilitating District-wide non-certificated employee performance accountability; and establishes District-wide training priorities for non-certificated employee performance accountability.

TYPICAL DUTIES

Advises, consults with, and makes recommendations to promote consistent District-wide application of progressive discipline.

Evaluates District-wide needs, priorities, and deadlines for employee performance accountability training.

Develops and implements training programs to address employee performance accountability, performance evaluations, and progressive discipline.

Plans, develops, and coordinates long-term strategic training plans to achieve employee performance accountability goals.

Advises on the effective resolution of grievances and other personnel matters by providing recommended courses of action on collective bargaining agreements, employee performance accountability, and employer-employee relations.

Provides input to division human resources personnel for agendas and other ad-hoc meetings; coordinates and approves updates distributed to Educational Support Centers and schools regarding employee performance accountability matters.

Participates in meetings and coordinates with District organizational units involved in labor relations and employee performance accountability.

Participates in meetings and coordinates with the Chief Human Resources Officer and District organizational units involved in non-routine disciplinary actions.

Assesses the efficiency and effectiveness of the employee performance accountability training programs and takes appropriate action for improvement.

Implements provisions of applicable federal, and State laws, and Personnel Commission rules pertaining to labor, and employer-employee relations.

Develops performance measures and accountabilities for subordinate staff.

Reviews arrest and conviction notifications from the Department of Justice.

Represents the Assistant Chief Human Resources Officer in meetings when required.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Staff Relations Manager provides guidance and direction to professional staff in facilitating the application of progressive discipline practices District-wide and establishes District-wide training priorities.

A Senior Human Resources Representative performs the same duties as a Human Resources Representative except that a Senior Human Resources Representative manages more complex investigations and exercises more independent judgment.

A Branch Human Resources Manager plans, administers, and coordinates complex activities related to personnel functions and labor-management agreements and may perform a combination of highly responsible line and staff duties assisting an administrator in personnel, training, budgeting, or other staff services and functions.

SUPERVISION

General supervision is received from the Assistant Chief Human Resources Officer. Supervision is exercised over subordinate professional and support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration, merit system provisions, organizational development, and supervision
- Applicable federal and State laws, Personnel Commission rules, and District regulations and policies pertaining to personnel
- Principles, methods, and resources for staff training and supervisory and management development
- Administrative organization of the Los Angeles Unified School District
- Collective bargaining agreements in the District

Ability to:

- Explain laws, rules, and collective bargaining agreements to management and supervisory employees in groups and individually
- Plan, schedule, and direct multiple processes, delegate to subordinates, and evaluate effectiveness
- Analyze training needs and organize resources to meet goals and deadlines
- Recognize, analyze, and deal effectively with personnel problems and issues
- Interpret policies and procedures regarding employee performance accountability
- Communicate effectively orally and in writing
- Conduct meetings and make presentations
- Supervise, train, and evaluate the work of reporting personnel
- Conduct research and prepare clear and concise recommendations and reports
- Maintain effective relationships with officials of the District and other public agencies
- Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a major in human resources management, industrial/organizational psychology, labor relations, public administration, or a closely related field.

Experience:

Five years of experience in the following personnel functions: employee discipline, grievance resolution, labor relations, and labor contract administration. Three years of technical experience developing, coordinating, conducting, and implementing training programs related to various personnel functions. Three years of supervisor or management experience that included supervising a work unit of professional-level employees. The required experience may be concurrent.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

Management class.
Exempt from FLSA

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised and Title Change from
Employee Performance Accountability Manager
10-06-14
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