

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Employee Relations	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt

Develop and prepare district proposals and counter-proposals with appropriate input from district board, legal counsel, and management personnel. **E**

maintain records of grievance proceedings. **E**

Keep abreast of legislation concerning employer-employee relations, and represent the district as an advocate before the legislature in such matters. **E**

Supervision of staff assigned to Employee Relations Office. **E**

Perform related duties as assigned. **E**

**TRAINING, EDUCATION AND EXPERIENCE:**

related field, and five years experience in employer-employee relations with a specific emphasis in grievance administration and negotiations. -employee relations or

**LICENSES AND OTHER REQUIREMENTS:**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Federal, State, and district laws, rules, and regulations pertaining to employer-employee relations.
- Grievance procedures including arbitration.
- School district policies and regulations.
- School district organization and operations.

**ABILITY TO:**

- Maintain and coordinate effective relationships with management and employees organizations.
- Work with grievance procedures including arbitration.
- Communicate effectively verbally and in writing.
- Negotiate with a variety of employee organizations.
- Provide leadership to negotiating teams.
- Develop and present negotiating strategies.
- Facilitate or otherwise resolve employee organization issues.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.