



The School Board of Polk County

<https://www.polk-fl.net>

Job Description

Position Title: Technician, Labor Relations

FLSA Status: Non-Exempt

Salary Grade, if non-union: SG15.1

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to assist human resource customers regarding all aspects of Collective Bargaining Agreement administration, including grievances and employee evaluations.

Essential Functions of this Job:

Provides technical assistance related to negotiations for bargained positions on behalf of the District. Interprets collective bargaining agreement language, School Board policies, personnel policies and procedures in order to advise employees when necessary. Prepares case materials for hearings, grievances and other employee meetings. Communicates routinely and works cooperatively with all employees, union representatives, District staff, investment agents, and various internal and external stakeholders. Prepares correspondence, spreadsheets, reports and other documentation as necessary. Presents information in formal and informal settings. Monitors and maintains data within the various human resources systems. Provides assistance to schools and departments in human resources operating procedures, documentation standards, and related matters. Processes/verifies employee transactions as required. Provides excellent customer service to all customers of human resources products and services.

Non-Essential Functions of this Job:

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the labor relations and human resources guidelines. Proficient in using multiple computer programs such as Microsoft Word, Excel, and Access. Ability to analyze facts and to exercise judgment in arriving at valid conclusions. Ability to understand and interpret complex oral and written instructions. Ability to utilize Enterprise Resource Planning (ERP) systems. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain harmonious working relationships with subordinates and with other departments. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

High school diploma or equivalent. Minimum of eighteen (18) months of successful experience in labor relations, OR, minimum of three (3) years of successful human resources experience. Demonstrated knowledge of human resources processes and procedures. Ability to meet and deal professionally and courteously with District employees and the public. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 10320
EEO5: 51
Approval Date: 2018-08-21
Date Last Revised: