



Job Title: Employee Relations Manager

Department: Talent Management
Reports To: Executive Director of Talent Management
Grade: BG-09
Number of Days: 12 Months
Security Access: Education Service Center
Overtime Status: Exempt
Last Revised Date: April 18, 2017

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Perform a range of activities related to employee/labor relations and staffing functions. Assist the executive director of talent management in the development of policies and procedures applicable to the human resource needs of the district. Support teachers, schools leaders and district staff with implementing strong employee relations practices including conflict resolution problem solving. Work collaboratively with the talent management leadership team to improve retention, employee engagement and overall job satisfaction.

Minimum Qualifications:

- Bachelor's degree, preferably in human resource management or related field or equivalent level of experience, training and education. Master's degree preferred.
- Three to five years of experience at a management or senior administrative level with emphasis on employee/labor relations.
- Knowledge of immigration laws and processes preferred
- Society for Human Resource Management professional certification highly preferred or ability to obtain within a year.
- Extensive knowledge of applicable state and federal employment and labor laws and governmental compliance requirements.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Assist the executive director of talent management and district leadership in the development of policies and procedures applicable to the human resource needs of the District.
- Contribute to the overall success of the District by developing and implementing performance focused employee relations strategies to assist in employee problem resolution to improve site turnover, attendance and overall job satisfaction.
- Work with the professional development staff on the development and implementation of training programs for employees.
- Facilitate communication among employees and their supervisor by providing guidance and consultation regarding problem solving, dispute resolution, and strive to resolve internal conflict informally through appropriate conflict management and mediation techniques. Maintain good communication and positive relationships with employees to promote employee satisfaction.
- Administer and interpret various bargaining agreements, administer grievance procedures, and provide labor relations support during contract negotiations.
- Handle routine employee complaints, issues and inquiries and work closely with the general counsel's office to resolve any escalated issues.
- Act as a liaison between department managers and union representatives.
- Provide advice and counsel to managers and supervisors regarding personnel practices, policy and employment laws.
- Coordinate unemployment claims, review liability reports, monitor program costs and recommend policy changes to talent management leadership.
- Develop tracking reporting and analysis.
- Prepare high quality reports and materials as necessary.
- Ensure compliance with all state and federal discrimination and employment regulations.
- Conduct exit interviews, summarize and analyze findings, and discuss trends and concerns with senior management.
- Perform other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Alignment to district mission and core values
- Exceptional facilitation and conflict resolution skills
- Exemplary interpersonal skills as well as written and verbal communication skills
- Knowledge of employment law, state and federal regulations
- Must be able to hold to strict confidentiality rules
- Must demonstrate personal characteristics of honesty, integrity and professionalism

Supervisory Responsibility:

- None.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.