

Employee Relations Specialist Virginia Beach City Public Schools

Job Number: 3700224036

Open Date: 05/17/2023

Closing Date: 05/30/2023

GENERAL RESPONSIBILITIES

Under the leadership of the Director, Employee Relations, the position is responsible for monitoring, reviewing, interpreting, and evaluating all personnel policies and practices of the School Division to ensure compliance with federal and state laws and administrative regulations. In addition, the position serves as a subject matter expert to advise administrators on the proper procedure in handling personnel matters and issues including employee evaluations, performance management, and work and hour issues covered under the Fair Labor Standards Act; respond to EEOC complaints; provide advice and guidance regarding discipline, grievances, leave, FMLA, and ADA; coordinate and facilitate the grievance procedure and serve as an expert witness in hearings; and administer the division's various leave options.

ESSENTIAL TASKS

- Conduct thorough, complex investigations of employees for disciplinary matters, write detailed reports regarding the investigations, and make discipline recommendations in consultation with administrators, the Director of Employee Relations, and the Chief Human Resources Officer.
- Investigate allegations of harassment and discrimination involving School Board Employees.
- Notify and discuss sensitive personnel issues with the Director of Employee Relations and Chief Human Resources Officer.
- Analyze and respond to Family and Medical Leave Act requests and inquiries. Responsible for case management of all active cases within the Division.
- Analyze and manage requests for accommodations under the Americans with Disabilities Act; research and purchase appropriate equipment as needed.
- Develop, revise, and manage programs and processes for effective employee evaluation instruments/systems.
- Collaborate with principals to identify possible non-renewal candidates and actively monitor and participate in the nonrenewal process.
- Respond to unemployment claims and represent School Division in Virginia Employment Commission (VEC) hearings.
- Coordinate and facilitate innovative professional development, workshops, and training to strengthen the professional skills of School Division administrators and supervisors.
- Maintain a close working relationship with principals and directors of assigned schools or departments.

- Maintain extensive contact with Child Protective Services and local police as needed regarding cases involving potential inappropriate employee interaction with students.
- Manage medical and academic leave requests for all employees to determine compliance with laws, policies, and regulations.
- Manage the Virginia Local Disability Program (VLDP) for Hybrid Plan Employees.
- Develop and/or implement employee recognition programs, including annual service awards and retirement banquets.
- Perform other assigned tasks or related work as required and as assigned by the Director of Employment Relations and/or the Chief Human Resources Officer.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the philosophies, principles, and practices of public personnel administration; thorough knowledge of employee evaluation systems and current trends in evaluation processes; thorough knowledge of research, data analysis and report presentation techniques; thorough knowledge of current Federal and State employment laws and regulations applicable to public school employment; exceptional written communication skills and the ability to analyze information and present in concise, detailed reports; ability to effectively communicate with all levels of employees and demonstrate adaptable speaking and listening skills in a variety of situations; ability to establish and maintain effective relationships with senior administrators, school officials, employees and the general public; ability to prioritize and work on multiple projects and consistently meet deadlines, ability to maintain the confidentiality of the employee and records; ability to work in a team to deliver training to employees; ability to plan, supervise and review the work of clerical subordinates; ability to establish, implement and monitor operational and clerical procedures relevant to leave management. Excellent organizational management skills.

EDUCATION AND EXPERIENCE

Required: Master's degree in Human Resources, personnel administration, employment law, educational public administration, or related field. Extensive experience in personnel human resources management and in conducting employee relations activities such as workplace investigations, policy compliance, and experience with performance management and discipline (consultation with managers).

Preferred: Public sector experience. SHRM or HRCI certification.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL DEMANDS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent

sitting, grasping, fingering, repetitive motion, and driving. Occasional walking, standing, bending, and reaching. Ability to lift 20 pounds occasionally and up to 50 pounds rarely. Emotional demands include being subject to multiple, shifting priorities, frequent change and/or interruptions, frequent deadlines responding to highly stressful situations requiring immediate action, independent judgment, superior problem-solving abilities, and intense, frequent interactions with employees. Requires timely and regular attendance and may require working beyond normal business hours. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license.
- Travel between multiple work locations within a workday as needed.
- Regular and reliable attendance is an essential function of this position.

HOW TO APPLY

If you are interested in applying for this position, you must create an account. Please go to: https://ats3.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00012691. Login or create an account and complete the online application to apply for this job.

All applicants, both internal and external, must attach a current detailed resume to your electronic application.

Salary Range: From/To: Salary range: \$82,391-120,089

Salary will be based on job-related creditable years of full-time, verified work experience.

VBCPS offers a full range of benefits including health insurance, paid life insurance, paid sick/annual leave, tuition reimbursement, professional development, and membership in the Virginia Retirement System.

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or veteran status in its programs and activities. (Reference: School Board Policies 2-33,4-4,4-6)

To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Chief Human Resources Officer at (757) 263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, VA, 23456.

Alternative formats of this application which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write the Department of Human Resources, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone: (757) 263-1133 (voice); (757) 263-1240 (TDD) or email at: vbcpsshr@vbschools.com.