



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Manager – Professional Standards

QUALIFICATIONS

1. Bachelor's degree in Human Resources, Labor Relations, or related field from an accredited institution required; Master's degree in related field preferred.
2. Four (4) years' experience in employee relations, human resources, or school-based leadership required. Experience in public education preferred.
3. Minimum of two (2) years' experience in conducting investigations.
4. Demonstrated knowledge of Human Resources rules, regulations, and policies such as ADA, FMLA, FLSA, EEO, and labor contracts.
5. Experience working in a collaborative bargaining environment preferred.
6. Valid Florida Driver License.

Job Goal

To foster and promote ethical behavior as an operational standard of performance across all District worksites and to provide investigative services regarding matters of professional standards for the District.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of law and labor contracts relating to due process and employee rights. Knowledge of organization and management theory and practice. Skilled in utilizing a variety of resources in conducting research. Ability to read, interpret, and enforce State Board Rules, school board policy, and federal and state laws governing employee relations. Ability to understand and enforce collective bargaining agreements. Ability to analyze data and draw reasonable deductions. Ability to effectively communicate in both written and oral form to a wide variety of audiences. Ability to maintain a high level of confidentiality.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Provide staff with interpretations of collective bargaining agreements and school board policies, rules, and administrative procedures which are related to collective bargaining, to assist in achieving district goals.
2. Investigate complaints and allegations of employee impropriety, misconduct, or unethical conduct as assigned.
3. Provide technical support to district legal counsel regarding grievances, arbitrations, mediations, and other employee relations matters.
4. Provide assistance, technical expertise, and support services to schools and sites relative to collective bargaining agreements and employee relations.
5. Receive and record anonymously reported concerns, complaints, and/or allegations of employee impropriety, misconduct, or unethical conduct
6. Assist in the coordination of district investigations and cooperate with law enforcement, or other appropriate agencies, involving allegations of employee misconduct.
7. Inform the Deputy Superintendent/Chief Human Resources Officer of the results of any and all investigations.
8. Testify in administrative or criminal proceedings or procedures as required.
9. Develop, plan, and conduct employee and staff training/presentations as needed.
10. Research and obtain law enforcement and case disposition documents.
11. Perform other duties as assigned commensurate with the skills and abilities of the position.
12. Provide outstanding customer service and use positive interpersonal communications skills.
13. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
14. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS

Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE:	<u>Non-Bargaining</u>	DATE DEVELOPED:	<u>1/11/2017</u>
PAY GRADE:	<u>20</u>	DATES REVISED:	<u></u>
PAY CODE:	<u></u>	DATES BOARD APPROVED:	<u></u>
PAY TYPE:	<u>CL</u>	FUNCTION:	<u>Labor Relations</u>
PAY DAYS:	<u>12 Month</u>	CLASSIFICATION:	<u>Manager</u>
FLSA STATUS:	<u>Exempt</u>	BPS Position Code:	<u></u>

Draft Developed By: Deputy Superintendent/Chief Human Resources Officer

FOR HR USE ONLY:

Professional Standards Services: Rivers Lewis

Compensation Services: Rick Morton

Classification Approved By: Carol Kindt