



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Specialist, Human Resources
JOB CODE: Z-034
CLASSIFICATION: Exempt
SALARY BAND: B
BARGAINING UNIT: ESMAB
REPORTS TO: ~~Director~~ Manager, Employee & Labor Relations
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To assist school-based and District administration in the positive handling of employee relations issues and the progressive discipline process of employees in a fair and equitable manner.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist, Human Resources shall carry out the performance responsibilities listed below.

- ~~This position does not have supervisory responsibility.~~
- Advise and assist School-based and District Administrators on the proper resolution of employee relations issues and handling of progressive discipline processes with employees.
- Advise and assist School-based, District Administration, and Employee & Labor Relations staff with fact finding in matters involving employee relations issues.
- Prepare and conduct training for administrators on the effective handling of employee relations issues and the progressive disciplinary process.
- Respond to inquiries and concerns in a timely manner as directed by the ~~Director-Manager~~, Employee & Labor Relations.
- May assist the ~~director~~ manager or designee in developing and updating processes that support the effective handling of employee relations issues.
- Advise and counsel District and school-based leadership on labor contract interpretation and administration as it pertains to employee relations issues.
- Provide support and assistance to the Employee and Labor Relations team in administering the employee and labor relations strategy.
- Provide counseling to all levels of administration regarding the progressive disciplinary action process, which can include but is not limited to, drafting disciplinary action letters, preparing cases for arbitration, and serving as a subject matter expert in arbitration cases.
- Respond to and resolve a wide variety of employee matters. This includes educating, coaching and counseling employees and management on policy, procedures and practices.
- May track and analyze employee relations metrics.
- Suggest modifications to employee and labor relations policies and practices to the ~~Director-Manager~~, Employee & Labor Relations.
- Represent the Department of Employee & Labor Relations at various meetings and/or committees, as directed.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow ~~Federal~~ federal and ~~State~~ state laws, as well as School Board policies.
- Perform other duties as assigned by the ~~Director-Employee & Labor Relations~~ immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in Human Resources, Labor & Employee Relations, Management/Administration or a related discipline from an accredited institution.
- A minimum of six (6) years, within the last ten (10) years, of experience in Employee Relations, Labor Relations, Human Resources Generalist or a field related to the title of the position.
- Excellent written and verbal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience in a school-based and/or District administrative management role.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent interaction with District and school-based administrators to assist in the ~~investigation and discipline of~~ resolution of employees relations matters. Frequent interaction with the Superintendent's Administrative Counsel to assist with the collection of data and information, the development of necessary materials, and the presentation of facts in employee discipline proceedings.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15

Board Approved: 04/04/17

Board Adopted: 05/16/17