



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Specialist, Employee & Labor Relations  
JOB CODE: C-014  
CLASSIFICATION: Exempt  
SALARY BAND: C  
BARGAINING UNIT: ESMAB  
REPORTS TO: ~~Director~~ Manager, Employee & Labor Relations or ~~designee~~ Designee  
CONTRACT YEAR: Twelve Months

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POSITION GOAL: ~~Assist~~ To assist the ~~Director~~ Manager, Employee & Labor Relations in administering a comprehensive employee relations program including contract administration, grievance processing, training programs, and contract negotiations.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Specialist Employee & Labor-Relations shall carry out the essential performance responsibilities listed below.

- ~~assist~~ Assist in preparing and conducting research for union-management contract negotiations; assist with administrating all provisions of the agreements.
- ~~act~~ Act as management representative in contact with union officials on all matters pertaining to management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs, and wage and salary adjustments.
- ~~interpret~~ Interpret union-management agreements and represent management in the settlement of grievances under established grievance procedure; advise supervisors on courses of action.
- ~~prepare~~ Prepare and conduct training in on collective bargaining agreements, interpretation and labor law application for supervisory personnel.
- ~~interpret~~ Interpret as needed, union-management agreements and represent management in the settlement of grievances under established grievance procedure; advise supervisors on courses of action.
- ~~act~~ Act as management representative as needed, with counsel at arbitration hearings;
- ~~work~~ Work with counsel and ~~district~~ District representatives to prepare for arbitration and labor litigation cases.
- ~~ensure~~ Ensure all department priorities and projects assist in achieving the District's Strategic Plan.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and ~~non-discrimination~~ non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate, successfully~~ Participate in training programs offered to enhance the ~~individual's~~ individual skills and proficiency related to the job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibilities.
- ~~ensure~~ Ensure adherence to safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform all other duties as ~~may be~~ 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 related discipline from an accredited institution.
- A minimum of eight (8) years, within the last twelve (12) years, of experience in ~~labor relation, and/or employee relations~~ Labor Relations, Employee Relations or a field related to the title of the position.
- Excellent written and verbal communications skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree in labor relations, human resources, or related field from an accredited institution.
- ~~A minimum of six (6) years, within the last ten (10) years, of experience in labor relations and/or employee relations.~~
- Certification as a Labor Relations Professional from a Labor Relations Association and/or Professional in Human Resources (PHR) certification ~~preferred~~.

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

On a continuous basis, works with all levels of employees, labor organizations, local, regional, state and national institutions to ensure effective administration of employee and labor relations programs.

**PHYSICAL REQUIREMENTS:**

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

**PUBLIC RECORDS EXEMPTION:**

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

Board Approved: 3/21/85 & Adopted: 4/15/85

Item G-7: 11/6/86

Realigned: 4/13/89

Retailed: 4/12/94

Reclassified: 4/11/95

Revised: 1/21/97 & Adopted: 2/18/97

Retitled: 5/9/00

Revised & Adopted: 12/9/03\*

Revised: 5/18/06

FL§119.071

Board Approved: 6/11/13

Board Adopted: 7/23/13