Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

7/1/2026

Labor Relations Manager

Pay Scale: B
Level: 21
FLSA Status: Exempt
Job Family: Human Resources
Primary Location: Administration Building

Department Overview
The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Equity & Compliance, Title IX, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The Labor Relations Manager serves as a key advisor to school and departmental leadership across the Division, providing expert guidance on the interpretation and application of collective bargaining agreements (CBAs), personnel policies, and labor-related legal requirements. This role is responsible for administering the negotiated grievance process, including investigating grievances and supporting the Division's response to unfair labor practice (ULP) charges, while ensuring consistent, compliant, and defensible outcomes.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Serves as primary point of contact and subject matter expert to assigned schools/departments providing guidance on the interpretation and application of collective bargaining agreements, grievance procedures, School Board policies, regulations, applicable laws and due process requirements
- Works in a confidential capacity with access to sensitive human resources and labor relations information, including but not limited to, grievance strategy, investigations contract administration, and labor relations matters requiring discretion and judgment
- Investigates reports and complaints of policy violations and related allegations, including analyzing evidence and preparing written reports of findings and recommendations
- Leads the coordination and development of responses to requests for information (RFIs), contract interpretation inquiries, and grievance step responses, ensuring accuracy, legal sufficiency, and consistency with Division policy, collective bargaining agreements, and HRTD labor relations strategy
- Participates in impacts-and-effects bargaining, in coordination with labor leadership and HRTD leadership, when operational changes trigger required bargaining obligations
- Assists in drafting proposed bargaining language, analyzing union proposals, and researching operational, fiscal, or legal implications of labor-related issue

- Advises assigned schools and departments on employee relations matters within a unionized environment, ensuring alignment with Virginia law, School Board policies, and applicable collective bargaining agreements
- Conducts and supports inquiries into workplace concerns related to alleged violations of collective bargaining agreements, employee misconduct, and policy-related matters, distinct from formal equity or compliance investigations
- Provides expert guidance to leaders on responses to workplace concerns, including the application of progressive discipline, ensuring consistency with prior case outcomes, due process, and defensibility across cases
- Develops and drafts written corrective actions, disciplinary documentation, and separation recommendations
- Serves as a liaison between assigned schools/departments and employee representatives to facilitate effective communication, resolve issues at the lowest appropriate level, and uphold management rights under the collective bargaining agreement
- Supports the Supervisor of Grievance Management in the administration of the negotiated grievance process, ensuring matters are handled in a timely, consistent, and procedurally compliant manner
- Drafts grievance step responses that accurately reflect contractual requirements, School Board reserved management rights, LCPS policies, and applicable legal standards, while maintaining consistency with prior interpretations and outcomes
- Assists in the preparation of materials for grievance hearings, mediation, and arbitration, including compiling evidence, developing timelines, and organizing supporting documentation; may represent the Division in grievance proceedings under the direction of the Supervisor or Director
- Provides analysis and recommendations on grievance matters, including identification of risk, trends, and potential impacts to operations, policy, or contract administration
- Participates in post-resolution follow-up, including implementation of outcomes, documentation updates, and recommendations for policy, practice, or training adjustments to mitigate future risk
- Designs and delivers targeted training for assigned schools and departments on labor relations principles, collective bargaining agreement (CBA) application, documentation standards, workplace expectations, corrective action, and foundational investigation practices, with a focus on practical application in day-to-day operations
- Translates complex contract language, legal requirements, and Division expectations into clear, actionable guidance that strengthens leadership decision-making and promotes consistent practices across sites
- Develops job aids, implementation guides, workflow tools, and communication materials to support leaders in navigating a unionized environment, with particular attention to building capability within a labor-inexperienced workforce
- Identifies training needs based on grievance activity, recurring issues, and areas of risk
- Stays current with federal and state labor and employment laws, VDOE regulations, and evolving best practices in labor relations
- Monitors trends, identifies areas of risk, and provides recommendations for improving consistency and reducing exposure
- Performs other duties as assigned. May be called upon to support any function within Workplace and Labor Relations

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's degree in Human Resources, Labor Relations, Public Administration, Education, or related field

Experience

- Five (5) years of progressively responsible experience in human resources, employee relations, or labor relations, with a demonstrated focus on labor relations functions
- Demonstrated experience handling grievances, supporting arbitration processes, and resolving labor-management disputes in a structured, contract-driven environment

Licenses and Certifications

Knowledge, Skills and Abilities

- Advanced knowledge of labor relations principles, collective bargaining agreements, and applicable employment laws, with the ability to interpret and apply complex contractual and regulatory requirements to real-world situations
- Demonstrated ability to analyze complex and sensitive issues, exercise sound professional judgment, and escalate complex, high-risk, or precedent-setting matters to Labor Relations leadership as appropriate Strong knowledge of employment law, labor law, and public-sector collective bargaining frameworks, including grievance processes, impacts-and-effects bargaining, and employee rights (e.g., Weingarten, Garrity, and Loudermill)
- Ability to interpret and apply collective bargaining agreements, policies, regulations, and operational protocols to complex, real-world situations with consistency and sound judgment
- Advanced analytical skills, including evaluating evidence, assessing credibility, identifying risk, and developing clear, defensible recommendations and written responses
- Skilled in conflict resolution, mediation, and coaching leaders through sensitive employee and labor relations matters
- Ability to exercise sound judgment in complex or politically sensitive environments while balancing legal, operational, and employee relations considerations
- Strong written and verbal communication skills, with the ability to convey complex or challenging information clearly and professionally
- Ability to build and maintain effective working relationships, manage multiple priorities in a fast-paced environment, and handle sensitive and confidential information with discretion
- Strong organizational skills and proficiency with Microsoft Office and human resources systems to support case management, documentation, and reporting

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.