Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified 4/11/2024

Director, HRTD (Workplace and Labor Relations)

Pay Scale: B
Level: 27
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, Labor Relations, Title IX, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The Director for Human Resources and Talent Development (Workplace and Labor Relations) champions innovative Human Resources and Talent Development practices which empower LCPS students to make meaningful contributions to the world. The Director provides leadership and delivery of strategic human resources solutions to designated supervisors and employee groups. Areas of service may include workplace relations, including internal investigations, labor relations, and other areas. This position will also support school division initiatives involving collective bargaining, including contract negotiations, harassment, equity, and workplace culture investigations. The Director leads and mentors assigned staff and demonstrates fiscal responsibility.

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.

- Leads change initiatives to deliver services and programs that meet the changing HR needs of a large diverse public-school division, strategic goals, and LCPS priorities
- Works closely with internal and external stakeholders and provides guidance for systemwide training related to labor relations and contract management
- Directs the resolution of issues involving union members, management, and confidential employees, ensuring that labor relations matters and activities are conducted in a manner consistent with HRTD's mission, labor relations and legal strategies, operational guidelines, and strategic objectives
- Works closely with union representatives and collective bargaining agents
- Confers with internal counsel and/or outside counsel on various labor relations concerns
- Ensures employee relations inquiries, investigations, grievances and resolution of staff and operational issues are handled in a timely and accurate manner
- Ensures compliance with federal and state laws, regulatory agencies, and LCPS policies, including Title IX
- Supervises, conducts, coordinates, and reviews employee investigations related to allegations of board policy violations, to include but are not limited to, harassment and discrimination

- Ensures that matters related to employee grievances are managed in adherence with school board policy and state guidelines
- Ensures that legal matters related to EEOC complaints are managed as per established timelines and in coordination with division counsel and external legal counsel
- Works closely with the HRTD Operations Supervisor for cases that would result in the revocation of teaching certificates
- Serve as a designee for grievance cases, where applicable
- Demonstrates effective conflict management strategies
- Serves as a liaison with employee organizations
- Fosters a collaborative working environment and participates on cross-functional teams as assigned
- Identifies and requests data necessary to make data driven decisions
- Researches, analyzes, and implements best practices and procedures. Keeps abreast of changes, trends and legal requirements affecting areas of expertise
- Demonstrates continuous improvement in assigned programs
- Demonstrates cost consciousness and operational efficiency in meeting objectives of assigned areas or services

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

Education
Bachelor's Degree in Business Administration, Human Resources or related field

Experience
Ten (10) years of experience in human resources, workplace relations, labor relations or related field. Three (3) years of supervisory experience

Licenses and Certifications

Knowledge, Skills and Abilities
- Experience in re-engineering operations and processes, developing new strategies, and leading change initiatives
- Experience administering labor relations programs including collective bargaining agreement negotiation, administration and arbitration
- Demonstrated experience in problem solving, customer relationships and partnerships, project management, risk taking, and encouraging diversity and quality orientation
- Strong written and oral communication skills that demonstrate ability to interface and influence all levels of management and staff
- Experience and proficiency with Microsoft Office products
- Strong knowledge of collective bargaining, employment and human resources policies and laws
- Ability to model behavior of high integrity, professionalism, and customer-focus
- Ability to communicate effectively, both orally and in writing

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. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly 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 an 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.