

Job Title: Deputy Executive Director of Employee Relations

Posting Date: June 25, 2018

Closing Date: Until Filled

Salary Details: \$95,000.00 – \$130,000.00

Job Type: Administrative

Reports to: Chief Operating Officer

Location: Office of Employee Relations – Division of Human Resources and Talent

Position Summary

The Deputy Executive Director for Employee Relations implements employee related policies and services to the district to promote and ensure the existence of a work environment free of illegal discrimination and harassment, and compliance with work rules and related policies. The Deputy Executive Director for Employee Relations will be responsible for ensuring that all employee misconduct related issues are addressed, and ensures compliance with all workplace policies and regulations.

The Deputy Executive Director will manage the administrative discipline hearing process and work closely with Principals and work-site administrators to address all employee issues at the school level, including investigation and resolution of work rule/policy infractions, job performance claims, teacher tenure charges, EEOC/MDCR charges, sexual harassment claims, and complaints filed pursuant to Title II, Elliott-Larsen Civil Rights Act, ADA and ADEA complaints and Title VII complaints. Also responsible for monitoring compliance with same to ensure productive and equitable work environments and to prevent discriminatory workplace practices. The Deputy Executive Director also manages and participates in preventative training on the investigation, handling and resolution of civil rights complaints, and the handling and resolution of work rule and/or policy infractions.

Minimum Qualifications

Education:

- Bachelor's degree in Human Resources, pre-law or related field from an accredited college or university required, in combination with significant experience in law, employee or labor relations.
- Juris Doctor Degree and license to practice law, or graduate degree in Labor or Management Relations or related degree preferred.

Experience:

- 7-10 years progressively more responsible related experience, including a minimum of five (5) years' experience in the practice of law, or in the human resources discipline of labor and employee relations.
- At least five (5) years of progressive employee/labor relations experience
- At least five (5) years of experience successfully managing adults towards achieving ambitious outcomes
- Familiarity with and / or experience working with online HR management data systems

Position Job Responsibilities:

Under the direction of the Chief Operating Officer, the Deputy Executive Director of Employee Relations will:

Essential Functions

1. Work closely with the HR Management Teams, Principals and worksite administrators to ensure employee relations issues at the school level are addressed effectively
2. Maintain appropriate employee files in a confidential manner consistent with federal and state regulations
3. Assist administrators/supervisors in the interpretation of school district work rules, regulations, policies and procedures as they relate to employee conduct
4. Oversee administrative hearing processes for teacher tenure, disciplinary actions, work rule violations and discrimination/harassment claims.
5. Prepare written hearing summaries and written discipline recommendations
6. Prepare tenure charges for certificated teachers for approval by Board of Education, and implement statutory processes as required. Manage the submission of other Employee Relations recommendations to DPSCD Board for approval.
7. Attend grievance and arbitration hearings as required
8. Monitor compliance with Title VII, Title IX, ADA, and ADEA to ensure a positive, productive, equitable work environment and to prevent discriminatory workplace practices.
9. Provide in-service training of staff on civil rights and disciplinary issues
10. Act as district representative on Charges filed with EEOC and MDCR; including submission of Position Statements; participation in fact-finding and settlement conferences; and on-site visits and interviews
11. Ongoing review of federal and state law, district policies, work rules and labor contract agreements to reach findings on discrimination/harassment and disciplinary issues.
12. Provide assistance in other human resources functions as necessary
13. Design and codify process flows, operating principles and protocols to ensure the implementation of efficient, high-quality processes in alignment with HR department goals
14. Collaborate closely with the Deputy Superintendent/Executive Director of Human Resources to ensure that the team culture is positive, productive and focused on providing outstanding support to Detroit networks and schools to ensure that all students have access to a high-quality education
15. Ensure that all Employee Relations staff provide responsive, courteous and helpful customer service to the schools, staff and other stakeholders they serve
16. Manages and oversees the Administrator Contract Non-renewal process; including issuance of notices, management and participation in nonrenewal meetings with DPSCD Board of Education
17. Fulfill other duties and responsibilities as assigned by the Chief Operating Officer

Security Clearance:

EXTERNAL APPLICANTS

If you are hired to fill a vacant position, you will be required to submit a Detroit Public Schools security clearance.

At point of offer to hire, please be advised that you will be responsible for a non-refundable payment of \$64.50 via Visa, Master Card, American Express, Discover Card, cashier's check, or money order, payable to the DPSCD Police Department. ***No personal checks or cash is accepted.*** DO NOT SUBMIT PAYMENT WITH APPLICATION.

Method of Application:

Applicants **MUST** apply through the online application system. **ONLY** applications submitted through the online application system will be considered for any posted position. All applicants are to attach a copy of their

transcripts, most recent resume and cover letter. A copy of your valid teacher certification must be attached if certification is required for the position you are applying.

Applicants will receive an automated confirmation once they have successfully applied for a position.

Successful candidates are required to submit official transcript(s) at point of offer to hire. Teaching service outside of the Detroit Public Schools Community District must be verified by the applicant's employer(s) prior to hire.

It is the applicant's responsibility to provide all documentation (including copies) as requested. All documentation must be submitted along with the letter of interest. Documentation will not be accepted subsequent to the closing date of the announcement. Incomplete information will not be considered. Applicants requesting assistance during the application process should contact the Division of Human Resources via email at recruitment@detroitk12.org or office at (313) 873-6897.

The Board of Education of the School District of the City of Detroit does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.