

## Job Description

**Job Title:** Supervisor of Employee Relations

**Supervisor:** Director, Human Resources

**Job Classification:** Exempt

**Pay Grade:** 44

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for overseeing employee relations initiatives, to include district-wide employee retention, recognition programs, and employee incident investigations.

### **Essential Duties**

1. Oversees employee recognition programs, service awards, retirement banquet, United Way, and assists with the leadership and coordination of human resources special events.
2. Conducts investigation of recommendations for termination.
3. Human Resource representative for termination hearings.
4. Assists employees and administrators in mediating work-related conflicts to appropriate resolution.
5. Compile data and develop responses to employee grievances and EEOC charges.
6. Assists in analyzing employee non-renewal recommendations submitted by administrators and in development of recommendations to Superintendent.
7. Analyze quarterly employee turnover report and make recommendations for improvements.
8. Oversee Employee Assistance Program.
9. Point of contact for Worker's Compensation Program counsels administrators and employees on use of program. Represent NNPS at Workers' Compensation hearings with Asst. City Attorney.
10. Develop and lead safety prevention program to help reduce workers' compensation claims and cost.
11. Serves as consultant and advisor to administrators regarding policies, procedures and employee relations.
12. Serves as NNPS coordinator for Employee Communication Forum.
13. Assists in development and delivery of training sessions to school division employees on policies/procedures related to interviewing and hiring best practices, leadership development and other human resources related topics; and compiles/designs related training materials.
14. Oversee decisions on Americans with Disability request, processing and approvals.
15. Ensures that activities performed comply with state and federal laws to include EEO, ADA and FLSA regulations.
16. Models non-discriminatory practices in all activities.
17. Train administrators on policies, practices and new processes.
18. Serve as member of NNPS Safety Committee and Threat Assessment team.
19. Responsible for delivery of Teacher and Support Staff evaluation process.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Keeps abreast of developments and legislation in the field of Human Resources.
2. Performs any other related duties as assigned by the Director of Human Resources or other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess Bachelor’s degree (Master’s Degree Preferred) from accredited college or university in business, human resources or related field with some experience in related human resources position. Knowledge of human resource management and related laws and policies required. Demonstrated ability to advise management and employees on resolution of human resources issues, using conflict management, interpersonal and teambuilding skills required. Must possess a thorough knowledge of state and federal employment laws to include EEO, ADA and FLSA regulations. Must possess excellent interpersonal, communication and organizational skills. Must be proficient in Microsoft Word, Excel and Access. Must possess the ability to establish and maintain effective working relationships with administrators, employees and the public.

**Working Conditions & Physical Requirements**

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Exhibit manual dexterity to dial a telephone and enter data into a computer; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; to bend, climb stairs, walk and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Director of Human Resources

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Employee Relations will be required to follow any other instructions and to perform any other related duties as assigned by the Director Human Resources or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

Revised 02/2019 CR