



Human Resources Office
102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org
AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

January 29, 2021

DIRECTOR OF STAFF AND LABOR RELATIONS

Responsible for the coordination, supervision, and management of all facets of staff relations, including collective bargaining, labor relations, contract administration, legal compliance, and employee appeals and grievances.

DUTIES AND RESPONSIBILITIES INCLUDE

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

- Serves as a member of the HCPS Senior Staff.
- Coordinates the negotiations of employee contracts and serves as the chief negotiator for the Harford County Board of Education.
- Assists in the development of and implements Human Resources policies, procedures, and position statements.
- Directs all aspects of legal compliance with federal, state, and local laws, regulations, policies, and procedures related to employment.
- Responds to, and coordinates the disposition of employment discrimination complaints, including charges filed with EEOC and/or MCHR.
- Provides oversight and direction to pre-employment processes, including criminal background checks, I-9 verification, and other legal requirements.
- Assists the Superintendent and the Board of Education in developing collective bargaining strategies and in establishing bargaining parameters.
- Directs, manages, and administers employee contracts, including the processing of grievances, arbitrations, and appeals. Supports the Superintendent and designees in timely action on appeals.
- Directs, reviews, and administers internal employee investigations and managerial inquiries.
- Administers and interprets personnel policies, regulations, procedures, and negotiated agreements.
- Provides advice and counsel to the Superintendent, Executive Leadership and Senior Staff, and administrative and supervisory personnel on matters related to staff and labor relations.
- Serves as primary contact for leadership of local employee organizations.
- Serves as liaison between Harford County Public Schools (HCPS) and the Maryland Negotiation Service (MNS).
- Provides oversight and direction to employee appraisal process.
- Advises administration on employee performance matters, such as Plans of Assistance or Plans of Professional Growth, Second Class Certification, and non-renewals.
- Provides oversight and direction to medical case management, including employee fitness for duty and disability accommodations.
- In conjunction with external legal counsel, serves as the Superintendent's representative at employee appeal hearings.
- Provides oversight and direction for processing of unemployment claims.
- Participates on interview and selection committees for promotional positions.
- Develops and implements professional development for HR department customers.
- Analyzes Human Resources data, statistics, and reports to forecast and project Human Resources initiatives.
- Communicates Human Resources information to appropriate staff via electronic media and through various meetings and presentations.
- OTHER RESPONSIBILITIES:
 - Performs other work-related duties as assigned.

SALARY	<p>This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2020-2021 APSASHC Salary Schedule for Executive Personnel.</p> <ul style="list-style-type: none">• Grade K - Salary Range: \$145,401 - \$154,256
MINIMUM REQUIREMENTS	<ul style="list-style-type: none">• Master's degree from an accredited college or university.• Professional Human Resources certification preferred.• Five years of supervisory Human Resources experience with increased managerial responsibility.• Proficient with integrated business software applications and information management systems.• Able to compile, analyze, and interpret data to align with system goals and initiatives.• Excellent oral and written communication skills with diverse populations.• Excellent customer service and human relations skills.
HOW TO APPLY	<p>Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.</p>
DEADLINE	<p>Online applications will be accepted for this vacancy until the position is filled. Candidates who apply by February 18, 2021 will be considered first.</p>

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.