



EMPLOYEE RELATIONS & RETENTION MANAGER

Classification: Confidential Manager II

Location: District Office

Reports to: Assistant Superintendent of Human Resources

FLSA: Exempt

Employee Group: Non-Represented

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Responsible for managing and oversight of employee relations, benefits, human capital compliance and staff retention of the District to include fact finding investigations in response to reports or complaints submitted to the district regarding allegations of harassment, discrimination, sexual harassment, and other employee misconduct directly investigated by Human Resources; implementation and compliance of Title IX, Civil Rights, ADA, and Affirmative Action regulations; facilitate staff wellness strategic plan initiative. Provides support to school and department administrators who are responding to allegations investigated at the building/department level. Lead investigations of all employees across all labor associations; communication and coordination with labor leaders. Assists in developing confidential information that will be used in the negotiation process.

Part II: Supervision and Controls over the Work

Works under the general supervision of the Assistant Superintendent of Human Resources. Work is controlled and/or guided by federal regulations, state law, OSPI guidance, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities

1. **Planning and Programming:** Stays abreast of state statutes, guidance, and policies relating to school district operations. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Supervision and Management:** Perform the full range of supervisory responsibilities over benefits staff to include recruitment, screening, interviewing, selection, induction and orientation, training, evaluation, grievance handling and resolution, and, when necessary, addressing misconduct or performance issues. Manages the assigned functions to include establishing goals and objectives, setting expectations and priorities, assigning work, creating quality and internal controls, reviewing and approving work, and periodically assessing the overall effectiveness of the office.
3. **Responsible for conducting fact-finding investigations related to employee misconduct and allegations of discrimination, including discriminatory harassment/sexual harassment, and other allegations investigated by human resources involving employees. Additionally, serves as Title IX and Civil Rights investigator and Affirmative Action oversight for the District. Tasks included, but are not limited to:**
 - Conducting intake interviews;
 - Collaborating with school and district administrators, security personnel, law enforcement, CPS and others on investigations;

EMPLOYEE RELATIONS & RETENTION MANAGER

- Providing guidance to school and department administrators on the proper policy and procedures related to complaints or employee misconduct;
 - Providing guidance related to reporting requirements for allegations of employee misconduct, including law enforcement, CPS, and labor partners;
 - Conducting fact-finding tasks, including interviewing and collecting documentary evidence;
 - Drafting investigation reports;
 - Making determinations with regards to violations of District policy, procedure or work expectations;
 - Ensuring investigations are completed in a timely and compliant manner;
 - Managing complaint investigation case files and logs;
 - Providing input and recommendations to District policies involving employee misconduct, sexual harassment and discrimination;
 - Implementing ongoing professional development to school and department administrators for proper investigative techniques and skills and/or corrective action, as well as proper responses to critical incidents;
 - Provides input into processes and standards for investigations based on best practices and current technologies; acts as a key resource in investigative methods, and advises supervisors and administrators about interview techniques and the collection/maintenance of evidence; and
 - Develops and maintains positive relationships with students, parents, and district stakeholders and community agencies, including labor partners, law enforcement, and Child Protective Services; shares information with appropriate agencies following district and department protocols.
4. Serves as the District ADA Coordinator by:
- Developing a working knowledge of current laws, regulations, and guidelines related to disability discrimination in schools, including Title II of the ADA, as well as rules and guidelines adopted by OSPI and the U.S. Department of Education's Office of Civil Rights (OCR);
 - Facilitate the implementation of the District's policies and procedures related to ADA and ensure they are applied consistently across the District;
 - Regularly review District and building publications and processes to ensure they include a non-discrimination statement and required notifications;
 - Develop a systematic process for monitoring both District and building-level compliance with Title IX, Civil Rights, and ADA requirements;
 - Receive and process requests for reasonable accommodations for district employees with disabilities;
 - Provide ongoing professional learning and support to supervisors and administrators about requirements under ADA and the District's complaint procedures;
 - Maintain records and documentation for all employees with ADA plans with reasonable accommodations; and
 - Attend periodic trainings as needed to stay informed about current requirements.
5. Facilitates the District's Staff Wellness strategic plan initiative by:
- Convening and facilitating a District Staff Wellness Committee in compliance with District Policy and Procedure;
 - Implementing ongoing professional development, guidance, and support to school

- and department administrators for staff wellness and retention best practices;
 - Builds leadership capacity among school and department administrators to incorporate staff wellness and ensure a staff wellness champion at each site;
 - Secure grants and resources for district-wide staff wellness;
 - participate in and collaborate within state-wide staff wellness communities of practice;
 - Build processes, practices, and systems to ensure and monitor staff retention; and
 - Provides an annual report to the Board of Directors.
6. **Benefits Administration:** Responsible for the effectiveness and administration of the Benefits staff in processing all leaves, eligibility determinations, training, communication, and related timeliness and accuracy processing. Coordinates and supervises annual open enrollment administration, communication, training, and eligibility determinations. Leave eligibility and application will be determined based on various guiding documents, including RCW, WAC, CBA, and Board policies. Represents the organization in Labor and Industries (L & I) cases.
7. **Program Evaluation, Analysis, and Feedback:** Establishes a system of data collection and analysis that provides continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the department's mission and to identify problem areas, areas of high success, and areas in need of change. Prepares structured presentations for the Superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in human resources or related field.
3. Minimum of five (5) years of experience in human resources or related field.
4. Additional education, certification (e.g., HRCI and/or SHRM), and/or experience may be substituted on a year-for-year basis.
5. Familiarity with human resources, investigation processes, and compliance with federal, state, and local laws and regulations.
6. Knowledge of district policy/procedures, relevant federal laws, and state statutes.
7. Skills in oral and written communication.
8. Ability to maintain confidentiality.
9. Organized, detail-oriented, reliable, and responsive.
10. Ability to establish and maintain effective working relationships with staff and outside agency personnel.



EMPLOYEE RELATIONS & RETENTION MANAGER

Part V: Desired Qualifications

1. Prior management experience in human resources or a related field.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. The employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Required to work with computer terminals for extended periods. Travel to various district locations may be necessary.