



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### Administrative

**Position Title:** Coordinator for Employee Relations

**Position Level:**

Administrative Salary Scale/  
12 months

**FLSA Status:**

Exempt  
 Non-Exempt

**Reports to:** Chief Human  
Resources Officer

### GENERAL DESCRIPTION

To coordinate the District's employee relations program to include investigations, EEOC compliance, drug testing and fingerprint clearance, applicant review and performance background checks, public records requests and DOE reporting pursuant to Florida Statutes and Federal Laws and provide to training to administrative staff.

### KEY RESPONSIBILITIES

Provide assistance, expertise and support services to all work locations in the area of professional ethics.

Coordinate and conduct investigations as it is related to employee issues (i.e. Equity, Grievances, Policy and Procedure, Performance, Safety/Worker's Comp).

Promote employee safety, compliance and morale by coordinating the District's effort to follow employment laws, policies, and regulations.

Communicate employee relations issues to individual parents, teachers, and administrators, within the limits of confidentiality, including the dissemination of all public records requests.

To serve as the Human Resources liaison on relevant committees (i.e. Equity Committee, Affirmative Action, Safety, Professional Practices) and be the Equity Representative for the District to the DOE.

Attend state and regional workshops/conferences dealing with legal issues and implementation of employee discipline strategies, conflict resolution, and investigations.

Serve as liaison with the DOE/Professional Practices.

Attend department, school, and community meetings and keep all records as required.

Provide temporary assistance to schools/administrators in times of unforeseen critical circumstance as approved by the Chief Human Resources Officer.

Act as liaison for Charter Schools, when necessary.

Provide written responses to government agencies as needed.

Ensure adherence to all applicable laws.

Serve as Equity coordinator for the District.

Review and analyze legislative changes as it pertains to Florida Statutes and School Board Rule in areas of responsibility.

Ensure potential employees are properly fingerprinted and drug tested, and have met required qualifications for employment as stated in the Board policies and to notify the Chief Human Resources Officer of possible infractions.

Review and analyze work related experience for all employees.

Serve as District liaison for unemployment hearings.

Keep the Chief Human Resources Officer informed of critical issues within the department, and incidents of which the Superintendent and Board should be aware.

Perform other duties and responsibilities as assigned by Supervisor.

## CLASS SPECIFICATION

<b>Position Title:</b> Coordinator for Employee Relations
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Bachelor's Degree in related area required.
<i>Work Experience:</i>	Three (3) years experience in Employee Relations and conducting investigations, extensive knowledge of Florida Employment Law, demonstrated communications skills both written and verbal, keen judgment and decision making abilities, proficiency at word processing/spreadsheets.
<i>Impact of Actions:</i>	Makes recommendations or decisions which affect the district and assigned department. Decisions substantially affect operations and expenditures throughout the district.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, statutes and FAC rules, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving and reasonable interpretation involves identification and analysis of diverse issues and technical related items.
<i>Decision Making:</i>	Analytic and logical: Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities among departments or to complete a project. Actions taken may be based on similar situation encountered in the past. Project analysis skills based upon observed and presented facts, with technically competent and logical determinations required.
<i>Communications:</i>	Requires regular contacts to discuss issues of importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selections, disciplinary action, complaints, employee performance appraisal, and similar supervisory duties. Plans and evaluates the work for effective operation and results of the assigned tasks.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines. Commitment to flexible hours/days to conform to contractor work hours. Knowledge of computer applications related to job functions. Valid Florida Driver's License required.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

**CLASS SPECIFICATION**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

**HISTORY OF BOARD APPROVAL AND REVISIONS**

**Board Approved: 04.23.24**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.