

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Coordinator Employee Relations	Wage/Hour Status:	Exempt
Reports To:	Executive Director for Human Resources	Pay Range:	860
Dept./School:	Human Resources	Date Revised:	09/19/2023

Primary Purpose:

Coordinate the administrative investigation process in alignment with all applicable state, local and district policies. Serve as investigator and hearing officer and assist in facilitating informal resolution to resolve conflict.

Qualifications:

Education/Certification:

Bachelor's Degree

Master's degree in education, education leadership or a related field preferred

Special Knowledge/Skills:

Knowledge of investigative techniques

Strong interview and communication skills

Excellent writing ability

Strong organizational skills

Excellent public relations, teamwork, and interpersonal skills

Experience:

Minimum of two years of experience in a role that includes conducting formal or informal investigations, responding to stakeholder complaints, or conflict resolution

Major Responsibilities and Duties:

Coordinate efforts with human resources and district administrators to identify trends and provide support to proactively minimize employee relations concerns

Provide analysis and recommendations regarding various employee issues

Provide training and support to district staff and administration on all applicable HR policies and rules

Help plan, evaluate, and administer equal employment opportunity provisions, and work cooperatively with others to ensure compliance with federal and state employment laws and regulations

Assist supervisory personnel in documenting employee performance ensuring due process during investigative and disciplinary proceedings

Make recommendations regarding policies and procedures related to employee relations

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Work cooperatively with district departments and staff

Meet assigned deadlines and provide thorough follow-through on commitments

Demonstrate skill in coaching staff and peers; provide technical assistance to HR management, and employee relations

Assist in the review and revision of HR policies, rules and regulations

Develop supplemental guidelines for existing procedures, as needed

Report to the Chief Human Resources Officer on the status of performance and outcomes related to HR investigations, and other assigned duties

Assume responsibility for organizing, maintaining and filing all reports, records and other documents required

Collaborate in documentation by uniformly administering all federal, state and district laws / policies in order to provide a safe, orderly, supportive and excellent learning and work environments

Promote and maintain all professional personnel training requirements as mandated by industry directives

Apply technology, as appropriate, to manage, track and report HR information and to support data-informed decision making

Take the initiative to develop professional skills appropriate to job assignments

Employ an effective communication process that includes listening to and collaborating with constituents

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent district wide and/or statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 09-19-23

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my

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supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____