Classification Specification for Unclassified Service

**Title:** Sr. Director, Employee Relations & Policy Development

**Pay Scale Group:** 22

**Essential Function**

Under general supervision from a designated administrator, direct and manage the collective bargaining/labor management responsibilities of the University; complex policy development and analysis, and legislative monitoring.

**Characteristic Duties**

Direct and manage all labor relations contracts at the University;

Direct and manage assigned budget;

Ensure the development, management and utilization of applicable reports;

Develop, implement and oversee a communication plan in accordance with HR department goals;

Implement a comprehensive system of customer service in area of responsibility, including, but not limited to ensuring value-added and efficient processes; providing a comprehensive system of training to staff;

Implement and evaluate a system of metric designed to measure performance;

Ensure University compliance with all applicable state laws relating to collective bargaining and personnel law;

Provide consultation to senior management at the University in all labor and employee relations issues, legislative and policy analysis;

Provide strategic consultation to units regarding legislative changes;

Develop, implement, manage and oversee the systemization of HR policies and procedures to insure seamless service to the University community;

Supervise exempt and non-exempt staff;

Perform related duties based on departmental need.

**Minimum Qualifications**

Master's degree with five (5) years' experience; -OR- Bachelor's degree with seven (7) years’ experience; degree must be in Human Resources or related field. Experience must be in Labor Relations, Human Resources or related field and include at least three (3) years of supervision.