Labor and Employment Consultant

Oregon School Boards Association
1201 Court St., N.E., Salem. OR 97301 / P.O. Box 1068, Salem, OR 97308

Notice of Vacancy

Supervised by:
Director of Legal, Labor & PACE Services

Salary Range
$60,000 to $80,000; actual salary to be determined by experience and training of the successful applicant. In addition, the opportunity to earn up to an annual $20,000 performance incentive bonus as part of the compensation package.

Employee Benefits
Full-family medical, dental and vision, life and disability insurance, PERS (employer contribution; employer pays the employee portion of the contribution).

Desired Qualifications
The following general qualifications are desired:

- Preference given to an attorney with experience in employment and labor law;
- Experience in or knowledge of collective bargaining processes. Experience as spokesperson or chief spokesperson in collective bargaining. Experience in or knowledge of how these processes function in public education preferred;
- Experience or knowledge of human resource systems and procedures;
- Experience in or knowledge of public education systems and how they operate;
- Knowledge of the relationship between legislative and local political processes and other administrative government agency liaisons;
- Experience in or knowledge of the rules of the Employment Relations Board and its case law (actual work before an ERB is desirable);
- An understanding of the role and relationships of federal, state and local education agencies;
- Knowledge and proficiency in utilizing computer-based Human Resource databases for bargaining support services to school districts;
- Ability to research, develop and present an effective advocacy position on human resources and labor relations issues affecting school districts;
- Proficiency in the use of the English language, including vocabulary, spelling, grammar, punctuation, syntax and reference skills;
- Good written and oral communication skills and experience in conducting training;
- General knowledge of major issues in the field of public education, including: collective bargaining, personnel, taxation, finance, elections, school law, programs, etc.;
- Ability to identify and help in developing positions on policy issues in human resources and labor relations affecting public education;
- Ability to make judgments and to aggressively pursue local district issues in at-the-table collective bargaining and in grievance hearings, discipline and dismissal hearings, and in other labor relations forums;
- Ability to work well with people;
- Ability to provide leadership in consensus building.

Performance Responsibilities

- To represent the interests of member school districts in their relationships with various public sector employee unions;
- To represent local school districts in at-the-table collective bargaining, grievance hearings, arbitration hearings, discipline/dismissal hearings, ERB hearings and in other labor relations-related forums;
- To identify human resources and labor relations issues and the impact of proposed statutes, rules and procedures, and to work within the policy and direction of the association for changes or provisions which

benefit the local democratic control of public schools;

- To assist in developing and presenting statewide topical workshop programs for local school districts;
- To remain current on developing issues and changes in rules or laws and to inform and help local districts on impact and implementation;
- To consult with member school districts on human resources and labor relations-related issues;
- To consult with member school districts on contract administration-related issues;
- To travel to local school districts located throughout Oregon;
- To work independently in such a manner which advances the goal of quality service delivery to local school districts;
- To perform other such duties as are assigned by the Director of Legal, Labor and PACE Services or the Executive Director.

Physical Demands

Physical demands include but are not limited to:

- Prolonged sitting and driving for extensive periods of time;
- Corrected vision and hearing to normal range;
- Occasional lifting and carrying of items weighing up to 25 lbs.;
- The use of office equipment such as computer terminals, telephones and copiers;
- Working with strict deadlines and working irregular hours, including weekends and evening work.
- Average work week is approximately 50 hours.

Submit the Following Materials:

1. A letter of application in essay form documenting how you meet the personal and professional qualifications for this position;
2. A completed application form;
3. Letters of reference (requested but not required); and
4. A current resume.

Reasonable Accommodations

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact OSBA at 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

Note: This position requires extensive travel throughout the state of Oregon.

Mail Applications to:

Oregon School Boards Association
1201 Court Street N.E. Ste. 400 Salem, OR 97301
P.O. Box 1068 Salem, OR 97308
Phone: (503) 588-2800
Fax: (503) 588-2813

Position open until filled.

An Equal Opportunity Employer