

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHIEF LABOR RELATIONS OFFICER

BASIC FUNCTION:

Under the direction of the Deputy Superintendent of Business Services and Facilities Operations, or designee, the Chief Labor Relations Officer plans, organizes, directs, and administers all labor relations and collective bargaining functions for the Elk Grove Unified School District.

This Cabinet-level executive serves as the District's chief spokesperson in negotiations, develops, plans, and implements comprehensive, long-term labor relations plans, strategies, and goals focused on increasing achievement and support for students, and the recruitment and retention of a highly effective workforce. This position ensures compliance with applicable Board policies and regulations, state and federal labor laws, including, but not limited to the Education Code, Government Code, the Educational Employment Relations Act (EERA) and Public Employment Relations Board (PERB) requirements. This position will also assist the District and Superintendent with labor relations. This includes serving as the District lead with respect to labor partner-related grievance processing, labor-related complaints, the interpretation and implementation of collective bargaining agreements, training of District staff regarding labor relations and collective bargaining agreement requirements, and labor-related litigation.

ESSENTIAL FUNCTIONS:

Serve as the District's lead negotiator and chief spokesperson in collective bargaining with assigned employee associations.

Plan, organize, and direct pre-bargaining work and planning, including proposal development, research, data gathering, costing, and alignment to District goals.

Develop and implement short- and long-term labor relations strategies that promote student success, workforce stability, and fiscal sustainability.

Advise the Deputy Superintendent, Superintendent, and Board of Education in closed session regarding labor relations strategy, including recommended proposals, settlement options, and implementation considerations.

Oversee consistent administration, implementation, and interpretation of collective bargaining agreements.

Serve as the primary liaison between the district and labor partners regarding labor-related matters, with the exception of employee performance and discipline.

Serve as the Lead in receiving and responding to labor partners' requests for information in collaboration with other Cabinet-level executives.

Lead labor sub-committee work with labor partners.

Lead collaboration with district leadership and legal counsel regarding the development and implementation of labor agreements including, but not limited to settlement agreements, side letters of Agreement, Memoranda of Understanding, as applicable.

At the direction of the Deputy Superintendent, Superintendent, and Board of Education, serve as the District Lead with respect to implementation of collectively bargained grievance procedures, resolution of disputes, mediation, arbitration, fact-finding, concerted activities response planning and implementation, PERB matters, and labor-related litigation; recommend resolutions of labor-related disputes consistent with law and Board policy.

Facilitate regular labor–management collaboration to address operational issues and promote positive working relationships.

Lead cross-functional bargaining teams; coordinate with Human Resources, Business Services, and Legal to assess operational and fiscal impacts of proposals.

Provide training and guidance to staff, administrators, and supervisors on contract provisions, negotiation practices, and compliance requirements.

Prepare and deliver executive-level presentations and written reports for Cabinet and the Board.

Monitor and ensure compliance with EERA, PERB decisions, Education Code, and applicable federal/state labor laws and regulations.

Develop, recommend, and implement labor relations policies, procedures, and guidelines for districtwide use.

Maintain confidential labor relations records, all written agreements, historical files, and data systems.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, and legal frameworks of collective bargaining in California public schools. EERA, PERB procedures, Education Code, Government Code, and related federal/state employment and labor laws.

Interest-based bargaining, mediation, and alternative dispute resolution.

Public school district operations, budgeting, and governance.

Executive-level communication, facilitation, and relationship-building.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Serve effectively as chief negotiator to reach sustainable, legally compliant agreements.

Communicate complex information including District financial information clearly, professionally, and effectively to a wide variety of audiences.

Interpret and apply contracts, laws, regulations, and Board policies.

Analyze complex data and present clear, actionable recommendations.

Exercise sound judgment, political acumen, confidentiality, and discretion.

Establish and maintain cooperative relationships using tact and diplomacy; work independently and meet timelines.

Prepare and submit periodic reports relative to the operation of the Labor Relations Department as requested by the Superintendent.

Develop, maintain, and monitor labor relations data processing system.

Evaluate all assigned personnel.
Work independently, coordinate multiple activities simultaneously, and work flexible hours.
Prepare and deliver effective presentations to diverse audiences.
Communicate effectively, both orally and in writing.
Perform related duties as assigned.
Establish and maintain effective working relationships with labor partners, district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community.
Exercise effective decision-making and problem-solving.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt a legally sound, effective course of action.
Plan and organize work to meet schedules and timelines.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlined in Board Policy.
Exercise judgment and discretion in interpreting and applying policies and procedures.
Address and resolve conflicts or disputes with labor partners and amongst employees.
Cope with crisis situations.
Work independently with little direction.
Plan and organize work.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor’s Degree and three or more years of administrative/management experience with progressively increasing responsibility in negotiations, preferably in a PreK-12 educational system.

LICENSES AND OTHER REQUIREMENTS:

California Teaching Credential preferred.
Administrative Services Credential preferred.
Valid California Driver’s License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Must be willing to attend evening/weekend meetings or activities.

BOARD APPROVED: March 10, 2026