

Grievance Hearing Officer

Job Summary

Conducts hearings of contract grievances for the School District of Philadelphia. Hears appeals made by members of the various collective bargaining groups and formulates recommendations to the Chief Talent Officer on the proper merits of adjudication based on the facts presented at the grievance hearing. Confers with representatives of both management and labor relative to grievances and disputes and for making concise recommendations based on existing policies, practices, procedures and contract provisions in order to obtain fair and impartial decisions. This is a part-time position and the Grievance Hearing Officer will be paid an hourly rate dependent upon experience ranging from \$45.52 - \$56.90.

Duties

Receives and reviews requests for grievance hearings that are the result of appeals under provisions contained in collective bargaining agreements; schedules hearings and notifies all concerned parties including grievant, union representatives, supervisors, management personnel, witnesses, labor relations staff, and directors or disciplinary hearing officer.

Meets with employee representatives, District staff administrators, administrative and technical and other personnel to gather all pertinent data regarding the grievance submitted for hearing; reviews all documentation relating to the case as well as applicable contract provisions cited as basis for appeal.

Presides at grievance hearing; assures that all concerned parties are present and calls upon them in turn to make statements regarding the appeal; assures the presence of stenographic services to record all proceedings.

Studies notes of testimony and analyzes the information contained therein to determine the critical factors involved in the particular cases being heard as well as the ramification of specific cases to the general application of contract management and policy within the District.

Prepares reports of findings and conclusions; develops recommendations for resolution of the grievance and submits them to the Chief Talent Officer for review; attends hearings of the District in cases affecting the dismissal of non-instructional employees.

Reviews educational and labor relations literature to keep abreast of current developments, interprets trends and decisions in the field of labor relations in order to better formulate substantive decisions; interprets contract language and disseminates the decision to all concerned parties.

Requirements

Demonstrated knowledge of:

- the principles, practices, methods and techniques of personnel administration.
- the principles, practices and current developments pertaining to collective bargaining contracts for all School District of Philadelphia unions, labor arbitration, grievance and disciplinary processes and labor laws.
- investigative techniques and discovery procedures.
- report writing principles and practices.

Ability to:

- conduct grievance hearings with members of both management and labor and to effectively develop the cogent facts involved in the individual cases.
- analyze a wide variety of complicated facts using a significant degree of individual judgment in making determinations.
- present ideas with a high degree of effectiveness.
- use a personal computer.
- communicate effectively, both orally and in writing.
- establish and maintain effective working relationships.

Education and Experience

Bachelor's degree from an accredited college or university.

Six years of full-time, paid, professional human resources experience, two of which have been in a supervisory capacity and have included responsibility for coordinating a major human resources program and directing the work of a staff engaged in technical human resources activities.

OR

- Any equivalent combination of training and experience determined to be acceptable by the Office of Talent.

To Apply: Email a copy of your resume to rchokshi@philasd.org with the subject line "Grievance Hearing Officer"