



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Director, Compliance, Employee and Labor Relations**

**Reports to:** Chief Human Resources Officer  
**Department:** Human Resources  
**Compensation:** BL 11  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Manage and supervise various programs including Worker's Compensation, Unemployment, Labor Relations, Employee Safety and Regulatory Compliance.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Bachelor's Degree Required in Human Resources or Related field, Juris Doctorate degree preferred

##### **Specialized Knowledge, Licenses, etc:**

- Working knowledge of Labor and Employment laws, Oklahoma Workers' Compensation statutes and procedures and Safety procedures and regulations

##### **Physical Requirements (If Applicable):**

- Must be able to operate a motor vehicle and be able to respond to various sites rapidly as situations dictate.

##### **Other:**

- Must have reliable transportation with valid liability insurance pursuant to Oklahoma law and a valid Oklahoma driver's license.

#### **Duties and Responsibilities:**

- Manage the Self-Insured Workers' Compensation Program through building and maintaining professional relationships with Third Party Administrator, Legal Counsel and Medical Providers.
- Manage the Reimbursable Unemployment Compensation program pursuant to Oklahoma law.
- Supervise the Safety Program of Tulsa Public Schools including accident prevention and reporting.
- Participate in Collective Bargaining with applicable Labor Unions.
- Administer Grievance Procedure pursuant to a negotiated agreement or Board policy.
- Investigate customer complaints as to violations of Local, State, or Federal law and/or Board policy.
- Investigate Employee Relations issues and make appropriate recommendations to management team consistent with accepted business practices, board policy and/or applicable statutes.
- Provide counsel to supervisors and members of senior management regarding personnel management and/or legal issues.
- Serve as a Liaison with outside counsel in litigated matters.
- Provide training as needed to insure compliance with rules and regulations.
- Other responsibilities and tasks as assigned.