



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE: Legal/Labor Relations Specialist

REPORTS TO: Business Administrator

DATE APPROVED: October 16, 2023

BY: Board of Education

NATURE AND SCOPE OF JOB:

The Legal/Labor Relations Specialist provides support to the Business Administrator and Human Resource Manager on various options addressing particular issues involving legal and labor relations, risk management, and legal services.

QUALIFICATIONS:

1. Hold a law degree from an accredited college.
2. Have experience in the practice of New Jersey educational law.
3. Demonstrate excellent leadership and organizational skills and the ability to work collaboratively.
4. Demonstrate integrity, good moral character, and initiative.
5. Demonstrate aptitude and competence for assigned responsibilities.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
8. Displays ethical and professional behavior in working with students, parents, school personnel, leadership team and outside agencies associated with school district.
9. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the HBOE approved contract; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Performs a variety of sensitive research work and maintains the confidentiality of information.
2. Prepare responses and answer all Open Public Records Act (OPRA) requests, including redacting information when necessary; prepares cost estimates and collects service fees; responds to subpoena requests for records.
3. Delivers subpoenaed records to court hearings or depositions; and maintains public information requests and documentation files.
4. Assist with creating and distributing approved press releases.

5. Performs tasks such as ensuring proper records retention, maintenance, and destruction in accordance with governmental records retention schedules.
6. Conducts assigned legal research, gathers factual information, and assists in the preparation of legal documents; for board of education meetings, and other related duties.
7. Prepares drafts of legal arguments and various legal documents, obtains affidavits, and assists in gathering information for district attorney in preparation for trials and/or hearings.
8. Attends Board of Education meetings as requested by the Superintendent/Business Administrator.
9. Advises Leadership on sensitive labor and employee relations matters, including grievance and arbitration procedures, performance issues and disciplinary actions.
10. Assist in contract negotiations with recognized employee organizations.
11. Maintains current knowledge of employee and labor relations trends, legal decisions, and statutory changes; conducts research necessary to support contract negotiations and employee relations.
12. Assists and provides guidance of investigations, advice on a full range of employee relations matters including informal and formal grievances, development of performance management plans, disciplinary issues, employee assistance referrals, and reduction in force issues.
13. Manages the process to investigate and respond to complaints from the Bureau of Labor or other agencies.
14. Protects confidentiality of records and information in possession of counsel about staff and use discretion when sharing any such information within legal confines which is limited to records or information in collaboration with legal counsel.
15. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent and/or designees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or

operation of equipment.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.