



JOB TITLE	DEPARTMENT	REPORTS TO
Employee Relations Investigator	Human Resources	Executive Director of Human Resources

Position No: 79020	Length of Work Year: 12 Months
Salary Schedule: N26	Date Approved: 12/8/20
FSLA: Exempt	Date Revised:

JOB GOAL
This position is responsible for investigating complaints against School Board employees, preparing documentation of investigations, and follow-up activities; assisting the Director of Employee Relations with contract administration and managing employee problems by acting as a liaison between management and employees; preparing documents, case materials, and other data for disciplinary and unemployment hearings; and preparing reports and other documentation as necessary.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree, Master's Degree or higher preferred. 2. Minimum of five (5) years of successful experience in investigations, human resources, or law enforcement. 3. Experience in writing comprehensive investigative reports. 4. Experience indicating knowledge of labor laws governing collective bargaining and employee grievance procedures. 5. Knowledge of Florida Statutes, School Board Policies, and State Board of Education Rules related to Employee Relations Matters. 6. Experience in conducting investigative interviews with adults, students, and respondents. 7. Ability to collect necessary information in an investigation to determine if the allegations are Unfounded, Unconfirmed, or Confirmed. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Conducts personnel investigations into allegations of misconduct against school district employees for review by the Director of Employee Relations. 2. Based on findings of an investigation, determines if School Board Policies, Principles of Professional Conduct, or other policies and/or procedures were violated and if so, what step of progressive discipline is warranted for an employee. 3. Interprets School Board Policies, Principles of Professional Conduct, Collective Bargaining Agreements, and other district policies and procedures. 4. Writes reports concerning employee discipline. Prepares and presents effective, easily understood reports adaptable to various reading levels, e.g. staff, Board, or the general public. 5. Assists Principals, Assistant Principals, and School District Administrators with how to conduct the initial stages of an investigation when they report allegations of misconduct. 6. Able to determine whether the allegations should be investigated at the site level or if the allegations warrant an investigation by a district administrator. 7. Maintains thorough and current knowledge of state laws, regulations, School Board Policies, Principles of Professional Conduct, and proposed legislation concerning collective bargaining and employee relations. 12. Performs and promotes all activities in compliance with equal employment, affirmative action, and nondiscrimination policies of the School Board. 13. Performs other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.