



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/12; 5/17; 6/18; 8/19

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Investigations Manager	<b>JOB CODE:</b> 473D
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Employee Relations	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Senior Executive Director, Employee Relations	<b>PAY GRADE:</b> Rank D (NK04)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Conduct investigations concerning reports of violations of the Code of Ethics for Educators, school board policies, rules and regulations, misconduct and illegal activities by employees.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s degree required; Master Degree Preferred
2.	Certification/License Required: None
3.	Experience: 5 years of experience working in criminal justice, education, and /or Human Resources
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, frequent travel by car throughout the school district
5.	Knowledge, Skills, & Abilities: Written and oral communication skills, public relations, investigations

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Investigates violations of the Code of Ethics, misconduct, arrests, and illegal activity by employees.
3.	Investigates alleged violations of School Board Policies, EEO issues, and sexual harassment.
4.	Conducts meetings to implement employee disciplinary action e.g. suspension, termination, non-renewal.
5.	Creates correspondence to employees regarding employee discipline.
6.	Assists Director with the non-renewal process; provides Fair Dismissal Hearing testimony when necessary
7.	Serves as a liaison for the District with the DFCS, Crimes Against Children, the PSC, and court systems.
8.	Assists with the writing, review, and revision of Personnel policies.
9.	Reports alleged Code of Ethics Violations to the PSC; provides testimony in hearings if necessary
10.	Provides training to supervisors / administrators regarding employee discipline and documentation
11.	Assists local school administrators with documentation of employee job performance/misconduct concerns.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_