



Job Description
Prepared/Revised: September 2018

Job Title: **Employee Relations Investigator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **05015**
 FLSA Status: **Exempt**
 Pay Range: **L 08**

SUMMARY: Conduct, coordinate and document a variety of workplace and school-based investigations of a confidential and sensitive nature. Work collaboratively with department attorneys and director, other district agencies, outside counsel and local law enforcement departments to deliver efficient and systematic resolutions to investigations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Conduct internal investigations on behalf of the district concerning violations of district policy, discrimination, harassment, sexual misconduct and other employee relations matters. Use appropriate and acceptable standards/methods of investigative practices to complete a thorough investigation. Compile relevant documents, formulate the official investigative case report and provide information to management. Maintain a tracking system on the outcome of all investigated cases.	D	20%
2. Gather, organize and analyze complaint information to support written investigative reports. Perform initial analysis of all complaints. Partner with other team members to determine investigative strategy. Assemble pertinent data, records and other evidence to support written investigative reports.	D	10%
3. Prepare and maintain accurate logs, complete reports and other documentation relating to investigations. Maintain confidentiality and organization of files of investigations conducted and information received.	D	10%
4. Accountable for Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) reports on all employees and applicants to insure background checks have been reviewed. After reviewing, approve or deny the applicants. Manage, maintain, process and resolve all background matters on all employees and applicants. Make necessary decisions in regards to employment being offered to applicants; including notifying the hiring manager and applicants when necessary. Manage and verify the weekly subsequent arrest report received from Colorado Department of Education (CDE). Respond to issues as needed.	D	20%
5. Research, investigate and respond to Equal Employment Opportunity Commission (EEOC) charges and requests for information.	M	5%
6. Research, investigate and respond to unemployment insurance claims. Attend unemployment insurance hearings.	W	5%
7. Develop and deliver training for employee, management and Human Resource audiences as needed, such as: Ethics and Code of Conduct Awareness; Harassment Avoidance and Respect and Dignity for Employees; Effective Workplace Investigations; Complaint Handling 101 for Supervisors and Managers; Positive Employee Relations and Role of Supervisor; and Legal Compliance Topics Primer for Supervisors.	M	5%
8. Assist district legal counsel in matters dealing with complaints filed with compliance agencies.	W	15%
9. Review, revise and draft district policies and procedures, as well as conduct research to ensure district policies are in compliance with federal and state laws.	M	5%
10. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in human resources, or related field.
- Minimum of five (5) years of related work experience required.

- Workplace or criminal investigations experience, employee relations experience, participation in labor relations training and/or Professional Human Resources/Senior Professional Human Resources (PHR/SPHR) certification preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Society of Human Resources Management (SHRM) preferred.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems
- Personal computer and keyboarding skills.
- Critical thinking and problem solving skills.
- Excellent facilitation skills.
- Presentation skills.
- Knowledge of federal and state employment law.
- Knowledge of Administrative, Certified and Classified contracts preferred at hire.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Working knowledge of PeopleSoft required within three months of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Human Resources Officer	3076

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			x	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	