Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 6/7/2024

Investigator, Workplace Relations

Pay Scale: B
Level: 18
FLSA Status: Exempt
Job Family: Human Resources
Primary Location: Administration Building

Department Overview
The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Title IX, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The Workplace Relations Investigator conducts investigations and provides, management, coordination and analysis of Workplace Relations matters, with a primary focus on all aspects of equity and compliance programming and operations; completes work with an aim toward supporting the prevention of harassment and discrimination and the elimination of barriers in the working and educational environment; and provides systemwide training related to equal employment opportunity (EEO) compliance and equity in the workplace.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Investigates reports and complaints of discrimination or harassment and related allegations of misconduct, including analyzing evidence and preparing written reports of findings and recommendations
- Communicates with complainants and respondents regarding the complaint process and available resources
- Ensures effective case management, including maintenance of records and adherence to applicable standards and timelines
- Prepares and analyzes a variety of required and ad-hoc data, statistics reports, and narrative information; evaluates information collected; and, presents relevant information in written and/or oral form
- Manages and coordinates with division counsel on legal matters related to EEO complaints
- Testifies at administrative, legal, and regulatory hearings related to investigations and/or other Workplace Relations matters
- Recommends and implements standard operating procedures to ensure compliance with policies, regulations, and procedures
- Provides technical assistance and consultation to leaders and supervisors regarding EEO compliance and their obligations in ensuring employees' rights under policy and federal and state laws
- Develops and facilitates trainings on EEO compliance and discrimination and harassment awareness and prevention, and Workplace Relations processes and procedures

- Responds to inquiries regarding non-discrimination policies and procedures
- Assists Labor Relations and Grievance Management staff in the resolution of grievances involving allegations of discrimination
- Conducts research and analysis of relevant laws, regulations, and data to provide recommendations regarding implementation or revision of policies and collective bargaining provisions impacting equity and compliance programming and operations
- Coordinates and participates in special projects as assigned

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor's Degree in Business Administration, Human Resources or related field

Experience
Five (5) years of experience in ensuring compliance with non-discrimination laws, regulations and/or policies and investigation and resolution of complaints of harassment, discrimination, misconduct and/or civil rights violations; or comparable related experience

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of current and emerging EEO issues and trends
- Knowledge of federal, state, and local non-discrimination laws, policies, regulations, and compliance requirements and practices specific to such laws and policies
- Ability to conduct EEO investigations, to analyze findings, and to write detailed investigative reports and related communication and documentation
- Knowledge of the principles and practices of public school administration, human resources administration, and equal employment
- Ability to communicate effectively, both orally and in writing
- Ability to manage, protect, and impart confidential information
- Ability to establish and maintain effective working relationships
- Ability to engage in difficult conversations and to communicate negative information in a professional and respectful manner
- Ability to model professional, equitable, moral, ethical, and legal behaviors
- Proficiency in the use of personal computers and related hardware and software
- Proficiency in the use of human resources databases, systems and applications

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.