Title: **Human Resources Investigator** Pay Grade: 303
Reports to: Employee Relations Coordinator FLSA: Exempt
Department: Employee Relations Length of Assignment: 226 days

Summary

Investigate allegations of employee misconduct and compliance issues involving Title VI, Title VII, and Title IX. Assist with various district Employee Relations functions to ensure legally sound and effective human resource management practices. Responsible for the implementation of and compliance with district policies and procedures to include, but not limited to complaints and investigations within the framework of district policies and procedures, federal and state regulations. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Coordinates investigations to include, but not limited to, allegations of employee misconduct, discrimination, harassment, and whistleblower complaints.
2. Investigates complaints or alleged violations of district policy and procedure, and federal and state regulations.
3. Identifies case issues based on claims, complaints, or allegations of law violations.
4. Assesses employment practices and corrects discriminatory factors.
5. Gathers, analyzes, correlates, or evaluates information from a variety of resources, including but not limited to district policies and procedures, federal and state regulations, and district records.
6. Obtains, verifies, and validates evidence by interviewing witnesses or by analyzing data.
7. Interviews persons involved in alleged violations of policy or witnesses of alleged policy violations.
8. Prepares comprehensive written reports that detail investigation findings.
9. Provides guidance and investigative assistance to campuses and departments.
10. Exercises judgment in evaluating employee conduct situations and in making decisions based on the Texas Child Code, YISD policies, procedures, and regulations, and Texas Family Code.
11. Testifies in administrative hearings or in court regarding investigation findings when necessary.
12. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree or equivalent college credit hours required. A minimum of three (3) years' experience in the human resources or public education field; strong knowledge of and familiarity with district policy and procedure, as well as Texas School Law; ability to

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.

communicate effectively orally and in writing; ability to work with diverse groups of people; bilingual preferred. Must possess effective oral and written communication skills, public speaking skills, communicate effectively with district employees, co-workers and community. Make, support, and explain recommendations and decisions.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.