



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Human Resources Investigator
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8836
<b>Reports to:</b>	Director of Employee Relations
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Under the general direction of the Director of Employee Relations, this position serves as a key point of contact for leadership and employees regarding Human Resources and Employee Relation issues. The Investigator will conduct investigations and analyze employment related complaints stemming from internal complaint procedures, provides guidance and support to employees and supervisors while advancing the labor and employee relations component of the SLPS Human Resources Department.

**Essential Functions:**

- Supports the Director of Employee Relations in the counseling of principals, managers, staff, and union representatives on HR policies, practices, procedures and employee relations issues
- Create extensive and detailed reports relating to employment related complaints
- Implements employee relations best practices to establish a positive working relationship and promote a high level of morale
- Assists in the investigation and resolution of employee complaints, citizen complaints, DFS allegations and alleged violations of board policy
- Locate and interview, witnesses, victims, and victim family members through various investigative strategies and techniques
- Recommends corrective/disciplinary action
- Engages in continual practice of clarifying internal policies and procedures contributing to the overall morale, safety and job satisfaction of the district's workforce
- Recommends and implements resolutions through the progressive disciplinary process
- Acts as liaison with other departments, law enforcement agencies, governmental entities, and other agencies concerning investigation activities under charge
- Supports the Director of Employee Relations in ensuring HR practices/policies are in compliance with federal and state statutes
- Maintains a working knowledge of all federal and state statutes regarding public employees and federal employment regulations
- Provide support to the St. Louis Public School's in-house and outside attorneys
- Attends and testifies at depositions, trials or other court functions as required
- Exercises good judgment and confidentiality
- Performs other duties as assigned by the Coordinator of Employee Relations

**Knowledge, Skills, and Abilities:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and documents pertinent to personnel files
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers, external organizations and/or colleagues
- Ability to perform general office duties such as typing and operating office machines



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- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form
- Ability to function at a high level in a fast-paced dynamic work environment
- Ability to deal with problems involving several concrete variables in standardized situations
- Knowledge of human resources, spreadsheet, contact management and word processing software
- Working knowledge of SAP (preferred)

**Experience:**

- Minimum of five years' professional experience
- Minimum of three years' of investigator experience
- Experience analyzing data, managing teams, and coordinating large projects
- Experience in an urban school setting or non-profit setting (preferred)

**Education:**

- Bachelor's Degree in related field or five years in Human Resources
- Master's Degree (preferred)
- Professional in Human Resources (PHR or SHRM) certification (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree
- Requires walking or standing to a significant degree, requires driving within the City of St. Louis

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee  
\_\_\_\_\_  
Immediate Supervisor

Date

\_\_\_\_\_  
Date



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Human Resources

Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***