



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

Revised: 5/17; 6/18; 2/19; 8/19

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Human Resources and Investigations Manager, Food Nutrition Services	<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> Conducts investigations concerning reports of violations of the Code of Ethics for Educators, School Board policies, rules and regulations, misconduct and illegal activities by employees. Provides training to FNS staff and assists with documentation.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor 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 rules and regulations, policies, EEO issues, and sexual harassment.
4.	Conducts meetings to implement employee disciplinary action e.g. PIP, 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 PSC and court systems; and for FNS with the District Human Resources & Employee Relations Departments.
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 administrators, supervisors, coordinators, and managers regarding employee discipline, documentation, and personnel policies and procedures.
11.	Assists administrators, supervisors, coordinators, and managers with documentation of employee job performance/misconduct concerns; and Human Resources inquiries.
12.	Assists with the development of policies for hiring/transfer procedures, interviewing/hiring procedures for FNS staff.
13.	Assists Regulation Supervisor, FNS in hiring, training and supervising Project Specialist.
14.	Creates and manages tracking system for FNS worker's compensation claims, FMLA, long term leaves of absence and employee retention data.
15.	Attends professional development programs to gain knowledge beneficial to the continued growth of the FNS program.
16.	Performs other duties as assigned by appropriate administrator.

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

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