

# JOB DESCRIPTION

**Job Title** Employee Relations Investigator  
**Reports to** Executive Director Employee Relations  
**Dept/School** Human Resources

**Job Title Code** 160620  
**Wage/Hour Status** Exempt  
**Pay Grade** 104  
**Date Revised** January 28, 2025

## Primary Purpose

Investigate allegations of employee misconduct and compliance issues involving Title VI, Title VII, and Title IX and the Texas Family Code as it pertains to Child Abuse and Neglect. Assist with various Employee Relations functions to ensure legally sound and effective human resources management practices. Responsible for the implementation of and compliance with district policies and procedures.

## Education/Certification

- Bachelor's Degree

## Special Knowledge/Skills

- Ability to organize and coordinate districtwide programs
- Ability to interpret policies, procedures and data
- Knowledge of Civil Rights Law, Title VI, Title VII, and Title IX
- Strong organizational, communication and interpersonal skills

## Experience

- Three (3) years in an administrative or supervisory capacity
- Three (3) years verifiable investigation experience

## Major Responsibilities and Duties

### Program Management

1. Handle complex employee relations issues or concerns related to alleged discrimination or harassment, performance management, hiring process, consistent with Board policies and procedures.
2. Coordinate investigations to include, but not limited to, allegations of employee misconduct, discrimination, harassment, and whistleblower complaints.
3. Investigate or assist with complaints or alleged violations of district policy and procedures, and federal and state regulations.
4. Gather, analyze, correlate, or evaluate information from a variety of resources, including but not limited to district policies and procedures, federal and state regulations, and district records.
5. Obtain, verify, and validate evidence by interviewing witnesses and/or analyzing data.
6. Prepare comprehensive written reports that detail investigation findings.
7. Assess and identify courses of action based on claims, complaints, or allegations of law violations.
8. Provide guidance upon assessing employment practices and addressing any discriminatory factors.
9. Provides guidance and investigative assistance to campuses and departments.
10. Provide guidance to supervisory personnel in addressing formal discipline and/or termination proceedings.
11. Exercise judgement and provide analysis involving extremely complex and diverse employee relations personnel concerns grounded in in-depth review of District policy and procedures, employment law legislation and other intangible variance factors.
12. Coordinate with District administrative personnel and or Legal Counsel as appropriate on sensitive employee relations issues.
13. Testify in administrative hearings or in court proceedings regarding investigation findings when necessary.

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14. Assist in developing and implementing educational compliance policies and administrative procedures to ensure compliance with federal and state mandates.
15. Develop training plans and conduct conferences to ensure district compliance with Title VI, Title VII, Title IX, Sexual Harassment, Child Abuse and Neglect, and provides information pertaining to legislation and State Board of Education rule.
16. Comply, maintain, and file all records, reports and other documents as required.
17. Participate in professional development activities as required by the district, to include self-selected professional development activities designed to extend professional knowledge and expertise.
18. Serve as liaison between Employee Relations Executive Director and District administrators in the communication of compliance mandates.
19. Perform other duties as assigned by supervisor.

## Communication and Community Relations

20. Communicate and monitor compliance of educational services across the district.
21. Articulate to the general public the school district's mission and objectives and the ways that mandates support these directions.
22. Attend school board meetings.

## Supervisory Responsibilities

None

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent districtwide travel. Occasional statewide and interstate travel.

## Terms of Employment

226 days; salary to be established by Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred



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to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.