



Investigator, Internal

Reports to:	Manager III, Employee Relations	FLSA Status:	Exempt
Department:	Employee Relations	Structure/Grade:	Unified 123
Division:	Human Resources	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Conducts comprehensive investigations into employee conduct to ensure compliance with board policies, administrative procedures, and relevant federal and state laws. Performs work independently with minimal supervision, applying intermediate-level knowledge to serve as an experienced individual contributor.

Essential Job Duties

- Investigates potential violations of professional duties, behaviors, and board policies, including allegations related to employee misconduct and performance concerns.
- Prepares comprehensive reports of investigation findings for administrative decision-making by the Senior Investigator.
- Facilitates Informal Resolution Conferences and negotiates resolutions to case issues.
- Maintains accurate, confidential files on all investigations.
- Communicates effectively with attorneys, courts, administrative agencies, administrators, employees, and other stakeholders.
- Testifies on investigative findings before Hearing Tribunal Panels or in other administrative or judicial forums as required.
- Assists in the development and presentation of training modules aimed at preventing misconduct and enhancing departmental performance.
- Identifies problems and resolves moderately complex issues related to the investigative process.
- Makes minor modifications to processes to enhance the performance of the department as appropriate.
- Ensures that all activities are conducted in compliance with relevant regulations, policies, and procedures.
- Performs additional duties as assigned.

Qualifications

- Associate's degree in a closely related field and at least three (3) years of relevant experience required.
- 5 years of experience conducting complex and sensitive workplace investigations is required.



Knowledge, Skills, and Abilities

- Knowledge of all relevant laws, codes, and regulations, including criminal and employment laws
- Knowledge of federal, state, and organizational human resources regulations and procedures, including those that pertain to claims of discrimination and/or forms of harassment
- Knowledge of DCSD policies and procedures
- Understanding of ongoing and anticipated human resource challenges
- Good computer skills and the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Ability to collate accurate information
- Good analytical skills
- Ability to provide standard professional advice and create initial reports/analysis for review by experienced team professionals
- Ability to build productive internal and external working relationships and to resolve mutual problems by collaborating on procedures or transactions
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 4/17/2026