



Job Description

Position Title:	Program Coordinator I – Employee Relation Investigator
Job Title:	Program Coordinator I
Function:	Human Capital
Family:	Employee Relations
Reports to:	Director of Employee Relations

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$69,460	Mid-Point Salary:	\$84,391
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded.				

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

The Employee Relations Program Coordinator I (Investigator) is responsible for the coordination and assessment of activities involved in delivering one or more effective programs for district initiatives. The Employee Relations Program Coordinator I (Investigator) will be responsible for investigating workplace concerns, and violations of company policies, values and/or applicable laws or regulations. The Investigator will also complete all activities related to employee grievances, up to and including representing the District in official hearings or serving as a hearing officer. The Activities cross a wide array of elements to include the planning, design, coordination, implementation, and monitoring of new or existing district initiatives/programs. Provides direct and ongoing leadership to District and school personnel through participation in consultation, collaboration, professional learning activities, staff evaluation/assessment process, and curriculum planning and development of district strategies and programs. Manages the delivery of related services by vendors. Directs and maintains data collection for assessment of program effectiveness. Establishes and maintains partnerships with external organizations, governmental agencies, and other stakeholders; and serves as a liaison to both internal and external parties on a variety of issues. The Employee Relations Program Coordinator (Investigator) will be accountable for partnering with leadership to develop strategies and associated action plans to achieve business objectives.

Essential Functions / Key Responsibilities

1. Conducts fair, detailed, and timely investigations into allegations of violations of the company's policies or laws to ensure fair treatment of all students and employees.
2. Initiates and completes all investigation steps to include interviews, investigation summaries and reports, possible remedial actions, trends and related metric analysis.
3. Leads and works with third party resources to complete investigations.



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4. Partners with District officials and senior leaders to respond and complete all proceedings related to grievances.
5. Discreetly leads investigations and manages sensitive information and data requests.
6. Collects and analyzes data to identify trends and make recommendations on mitigation strategies.
7. Partners and conducts training on the investigation process and best practices, reporting procedures and the importance of reporting issues.
8. Supports HCM on other projects, initiatives, discovery requests, and strategic opportunities as needed.
9. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.
10. Oversees, coordinates, monitors, and evaluates the activities and/or programs in the assigned area of specialization. Monitor the implementation of new and existing programs and initiatives designed to address the needs of the district and/or students; ensures adherence to mandated guidelines governing the activities or program(s).
11. Serves in a liaison capacity; establishes and maintains partnerships with various external organizations, and governmental agencies; interacts and works collaboratively with other departments within the District.
12. Determines and acquires data required to accurately evaluate program performance and effectiveness; utilizes data to report on program results, identify trends and make recommendations for improvement or new district/ curriculum initiatives.
13. Develops and revises policies, regulations, curriculum, manual and other materials related to the assigned program.
14. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's Degree from an accredited college or university or 4 years of equivalent experience.
- 3+ years of progressive experience related to Human Resources (HR) to include:
 - 3+ years conducting investigations
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Master's Degree from an accredited college or university or J.D.
- 5+ years directly related experience in Employee Relations
- Professional in Human Resource Certification
- Experience completing and/or responding to grievances
- Experience completing and/or conducting based on federal guidance, including EEOC and Title IX concerns

Knowledge, Skills & Abilities

- Knowledge and application of employment laws and regulations
- Ability to research and interpret employment laws and requirements.
- Ability to write investigative summaries, employee discipline, and grievance responses in a clear and concise manner.
- Expertise in analyzing, organizing, and preserving evidence.



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- Demonstrated ability to identify trends and collaborate with Leadership to resolve matters expediently and thoroughly.
- Ability to present reports and facilitate training.
- Ability to balance multiple complex investigations concurrently.
- Ability to demonstrate Emotional intelligence during investigations.
- Ability to confront those involved in the investigation process about difficult information and findings.
- Self-motivated and persistent; strong ability and comfort in exercising independent judgment for acquiring results while containing legal risk.
- Excellent communication, analytical, influencing and writing skills.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: Date: