



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

September 17, 2021

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

### COORDINATOR OF INTERNAL INVESTIGATIONS

#### POSITION SUMMARY:

To foster professionalism and ethical behavior as an operational standard of performance in the school system and to provide investigative services regarding professional standards. Assist in maintaining the safety and security of students and employees. Coordinate background investigations and maintain records in compliance with federal and state laws and manage the Employee Eligibility verification process.

#### DUTIES AND RESPONSIBILITIES INCLUDE

- Conducts investigations concerning employee complaints and allegations of employee impropriety, misconduct, or unethical behavior through established investigative practices including interviews, document, and information retrieval.
- Participates in the investigation of allegations of harassment and discrimination.
- Serves as the Title IX Coordinator for HCPS employees.
- Compiles investigative materials and prepare an investigative summary for review and further action by the Director of Staff and Labor Relations, Executive Directors, Assistant Superintendents, and other administrators.
- Recommends case resolution to the Director of Staff and Labor Relations.
- Documents and maintains detailed records of all investigative activity and prepare statistical case status reports.
- Collaborates with various law enforcement agencies, Social Services, and the Child Advocacy Center in conducting investigations involving allegations of employee violations of the law.
- Works closely with legal counsel, prepare reports, and testify in Board of Education disciplinary hearings or criminal proceedings as needed.
- Identifies areas of deficiency and provide training to all HCPS employees to educate and assist in reducing employee misconduct.
- Maintains current knowledge of employment law and court rulings relevant to staff relations.
- Coordinates all background investigation requests and produce informational reports.
- Supervises the daily operations of the background investigations program and provide official identification badges for all HCPS employees.
- Maintains finance accountability for the collection and monitoring of fingerprinting fees and accurately balance funds for account reconciliation.
- Serves as the primary contact person with the Criminal Justice Information System and Cross Match Technologies regarding employee backgrounds.
- Verifies monthly invoice from Criminal Justice Information System and process for payment.
- Determines employment and volunteer eligibility of applicants, student interns, and volunteers with possible disqualifying background history; conduct subject interviews as needed. Take appropriate action to exclude disqualified applicants from further consideration.
- Manages the electronic employment eligibility verification (I-9) process in compliance with federal law for all new hires.
- Serves as the primary liaison with the employment eligibility vendor.
- Verifies monthly statement from employee eligibility vendor and process for payment.
- Audits electronic I-9s to ensure all processes are executed accurately and timely.
- Collaborates with the Coordinator of Safety and Security as required during emergency situations; 24-hour response availability may be required.
- Serves as designated essential personnel during emergencies and school/offices closings.
- Monitors budget for Internal Investigations office.
- Places employees on administrative leave as directed.
- Provides training and guidance to school administrators regarding appropriate steps in conducting a managerial inquiry.
- Performs other work-related duties as assigned.

<b>SALARY</b>	Salary range based on the FY 2021-2022 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals. Grade H - Salary Range: \$103,834 - \$125,451
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Bachelor's degree from an accredited college or university in human resources or business-related field.</li><li>• Five years of experience in conducting personnel related investigations.</li><li>• Ability to organize and present facts clearly and concisely, both orally and in writing.</li><li>• Ability to establish and maintain effective working relationships with community stakeholders.</li><li>• Proficient and contemporary working knowledge of all aspects of technology including mobile devices, virtual communication, social media and cross-functional business applications.</li><li>• Hold and maintain a valid driver's license to carry out the essential functions of the position.</li></ul>
<b>HOW TO APPLY</b>	Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at <a href="http://www.hcps.org">www.hcps.org</a> . If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.
<b>DEADLINE</b>	Online applications will be accepted for this vacancy until Friday, October 1, 2021. Candidates who apply by Friday, September 24, 2021 will receive immediate consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***