

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

OMBUDSMAN / PROFESSIONAL STANDARDS INVESTIGATOR

QUALIFICATIONS

- Bachelor's Degree or higher with experience in school based or district level administration, law enforcement, or equivalent degree requirement with investigative experience in a State or Federal agency.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge or training in investigative practices and procedures relating to employee misconduct.
- Knowledge of law and labor contracts relating to due process and employee rights.
- Knowledge of the Principles of Professional Conduct for the Educational Profession in Florida and Florida School Law.
- Knowledge of or training in civil and criminal court procedures and records retrieval.
- Knowledge of administrative computer applications as related to departmental job functions.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize.
- Ability to analyze, interpret and use data in decision-making.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Executive Director of Human Resources and Professional Standards
SUPERVISES Assigned Personnel

POSITION GOAL

To foster professionalism and ethical behavior as an operational standard of performance in the multiple worksites, and to provide investigative services regarding professional standards for Seminole County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. *Conduct investigations concerning complaints, and allegations of employee impropriety, misconduct or unethical conduct as assigned.
2. *Compile investigative material and prepare an investigative summary for review by the Executive Director of Human Resources and Professional Standards and the Professional Standards Executive Review Committee.
3. *Receive employees of Seminole County Public Schools or interested members of the public, individually or in groups, formally or informally, to hear inquiries, complaints, allegations, and/or problems.
4. *Receive anonymously reported concerns, complaints, and/or allegations of employee impropriety, misconduct, or unethical behavior.
5. *Research and obtain law enforcement and case disposition documents.
6. *Make recommendations for resolution of assigned cases to the Executive Director of Human Resources and Professional Standards and the Professional Standards Executive Review Committee as requested.
7. *Coordinate District investigations and cooperate with law enforcement or other appropriate agencies, when applicable, involving allegations of employee misconduct.
8. *Inform the Executive Director of Human Resources/Professional Standards and Cost Center Supervisors of the results of any investigations.
9. *Testify in administrative or criminal proceedings and procedures, as required.
10. *Provide technical and physical assistance in the conduct of building level or work site investigations involving employees.

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11. *Participate in training programs as assigned to increase skills and proficiency related to job functions.
12. *Conduct supervise and/or maintain appropriate criminal background screening processes for those persons requiring criminal background screening within the District that are consistent with Federal, State and District statutes, guidelines and policies.
13. Perform other related duties as assigned by the Executive Director of Human Resources and Professional Standards.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment, Fingerprinting Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-17-J \$43,871 - \$73,834

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function Vary
Job Code 1415
Survey Code 79020

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 24, 2012
July 17, 2000

ADA Information Provided by EMC
Position Description Prepared by Ron Pinnell