



Job Title: Human Resources Specialist,
Fingerprinting/Investigations

Exemption Status/Test: Exempt

Reports to: Director of Human Resources

Date Revised: October 26, 2015

Dept. /School: Human Resources

Primary Purpose:

Provide fingerprinting and investigate assistance for human resource operations and employment. Handle investigations pertaining to employees, address and track Ethics and Compliance Hotline Complaints, conduct volunteer background checks and ensure compliance with state and federal laws concerning fingerprinting requirements of employees and contractors.

Qualifications:

Education/Certification:

Master's degree in Education or Criminal Justice
Texas Public School Administrator's Certificate or eligible

Experience:

Minimum of three (3) years of public school administration and law enforcement experience

Special Knowledge/Skills:

A minimum of three years' experience in public school teaching and/or Public School Administration
Law enforcement experience with a local, state or federal agency preferred
Ability to use investigative reasoning and deduction skills
Ability to read, write, speak and understand English
Effective communication and interpersonal skills

Major Responsibilities and Duties:

Human Resources Support

1. Plan, organize, implement and maintain the district wide biometric fingerprinting process in compliance with Senate Bill 9.
2. Oversee the district's compliance, maintenance and reporting process of state and federal compliance data, and records related to Human Resources.
3. Investigate and respond to concerns or complaints involving district employees. Follow up with Human Resources Directors and other district officials, as needed, to ensure adequate communication of findings.
4. Receive and process volunteer criminal history forms and maintain spreadsheets of cleared volunteers.
5. Process and review criminal history information on new employees, volunteers and contractors.

Reports and Correspondence

6. Prepare written reports, correspondence and memoranda of investigative findings.
7. Prepare and maintain responses to the Ethics and Compliance Hotline.
8. Prepare correspondence, forms, and reports according to district standards and requirements.

Other

9. Answer and respond to incoming calls and emails concerning background checks.
10. Make presentations to various groups; such as, new employee orientation, substitute training, etc.
11. Establish and maintain effective relationships with representatives of local, state and federal agencies.
12. Maintain confidentiality.

Supervisory Responsibilities:

Supervise Background/Fingerprint Specialist

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent driving, walking and sitting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; and much handwriting

Lifting: Occasional light to moderate lifting and carrying (less than 44 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain concentration, focus and rational judgement; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.