



## Job Description

Position Title: Analyst, Professional Standards  
FLSA Status: Exempt  
Salary Grade, if non-union: SG18  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to investigate complaints against School Board employees; prepare documentation of investigations and follow-up activities.

### Essential Functions of this Job:

Plans and develops procedures and policies for the prevention and investigation of employee misconduct. Assists the Director of Employee Relations with contract administration and managing employee problems by acting as a liaison between management and employees. Serves on contract negotiating teams.

Assists in investigating grievances. Prepares documents, case materials, and other data for disciplinary and unemployment hearings. Screens criminal history of job applicants and conducts other background checks as necessary. Prepares reports and other documentation as necessary.

### Non-Essential Functions of this Job:



Performs other duties as assigned.

Knowledge, Skills and Abilities:

Awareness of school board policy, federal and state statutes and proper investigative procedures. Considerable knowledge of personnel management concepts and practices and the ability to analyze facts and to exercise a high degree of independent judgment in arriving at conclusions. Considerable knowledge of effective interview and investigative techniques and the ability to utilize such knowledge. Knowledge of personnel policies, procedures, and laws. Ability to communicate effectively with employees and the public, and to prepare concise and comprehensive reports and written correspondence. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements:

Graduation from an accredited college or university with a Bachelor's degree. Investigative law enforcement and interview experience preferred. Experience in personnel management or human resources preferred.

May be required to participate in provided training for and become certified in forensic computer investigations and operate the equipment necessary to conduct such investigations.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 2003  
EEO5: 44  
Approval Date: 2006-02-14  
Date Last Revised: 2019-03-20

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