

EEO Compliance and Investigations Officer

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Director of Employee and Labor Relations, the EEO Compliance and Investigations Officer will support the implementation of federal and state regulations and HCPSS policies, which reinforces its commitment to fair and equitable treatment of students, staff, and community members. Additionally, this position will serve as the Howard County Public School System's Deputy Title IX Coordinator and Investigator.

ESSENTIAL POSITION RESPONSIBILITIES

- Support the implementation of federal and state regulations and HCPSS policies, which reinforces its commitment to fair and equitable treatment of students, staff, and community members.
- Investigate and serve as the lead investigator for HCPSS regarding complaints of discrimination and sexual harassment.
- Investigate and provide guidance on reports of bullying, harassment, and intimidation (BHI) in accordance with HCPSS policies and procedures.
- Serve as the Title IX Coordinator and Title IX Investigator for reports of sexual misconduct and claims of inequitable treatment in education based on sex.
- Interact with employees regarding workplace accommodations under the Americans with Disability Amendment Act (ADAA), Maryland Pregnancy Discrimination Act, and other Maryland state disability laws.
- Promote a safe and harassment-free working environment through training and school-wide outreach.
- Work collaboratively with the Office of Diversity, Equity, and Inclusion on instituting preventative measures through training and education.
- Interview parties and witnesses, prepare investigative reports which include conclusions based on findings, and send investigative findings notifications to involved parties at the conclusion of the investigation.
- Maintain detailed records of investigations.
- Facilitate annual training on mitigating discrimination, harassment, BHI, and sexual misconduct.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree, or higher, from an accredited college or university, in business, communication, human resources, human services, or a closely related field.

Experience:

- Two (2) years of direct experience performing human resource-related tasks (e.g., recruiting/staffing, benefits, compensation, payroll, classification, employee relations, labor relations, workplace accommodations, etc.).
- Two (2) years of experience conducting investigations (workplace or school-based/student) or collaborating with labor partners to mitigate grievance issues.

PREFERRED QUALIFICATIONS

- Master's degree, from an accredited college or university, in human resources, legal studies, employment law, business, or a closely related field
- Certification in mediation or alternate dispute resolution.
- Title IX certification as a Coordinator, Investigator, Decision-maker, and/or Appeal Officer.
- Prior experience in a PreK-12 setting or college/university.
- One (1) year of experience conducting Title IX investigations.
- One (1) year of experience providing workplace accommodations.
- Professional HR Certification (SHRM, HRCI, IPMA, etc.)

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators (HCASA) Non-Certificated Supervisory (NCS) employee bargaining unit. The current salary range for this position is \$101,500 - \$123,669. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for telework for up to two days per week. Approval is based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, certification) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.