

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7070
Pay Grade: D13

FLSA: Non-Exempt

PROFESSIONAL STANDARDS INVESTIGATIVE SPECIALIST

MAJOR FUNCTION:

Assists administrators in the Office of Professional Standards in various aspects of their investigations of employee misconduct and their screening of employee applications.

DUTIES AND RESPONSIBILITIES:

- Conducts interviews of victims and witnesses.
- Collects records and reports during OPS investigations.
- Assists with background checks of applicants and volunteers.
- Assists in identifying employees who have falsified their job applications.
- Documents background information for applicants.
- Obtains public records from governmental agencies.
- Prepares written investigative reports.
- Testifies at hearings and depositions when required.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree (or 60 credit hours of college courses) from an accredited college or university. Three (3) years work experience in human resources or a related field. Demonstrated computer literacy. Demonstrated written and oral communication skills.

ISSUED: 8/99 PBL; BOARD APPROVED: 9/28/99; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

PROFESSIONAL STANDARDS INVESTIGATIVE SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time		X			
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				