

JOB ANNOUNCEMENT
Posting Date 07/11/2017
Legislative Research Commission

Office of Education Accountability

The Legislative Research Commission is currently accepting applications for the position of **Investigations Division Manager** in the Office of Education Accountability (OEA). This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

Job Duties: Include, but are not limited to, the following:

- Maintain staff by interviewing, selecting, orienting, and training employees.
- Maintain a safe, secure, and legal work environment.
- Lead staff by communicating job expectations and plans; by monitoring and appraising job results; and by providing coaching, counseling, and disciplinary measures.
- Review all written complaints received by the OEA to determine whether investigation is warranted.
- Initiate and assign investigations to team members.
- Refer complaints to other agencies as appropriate.
- Assist complainants in resolving concerns without need of an investigation, when appropriate.
- Review and revise all written preliminary and final investigative reports to ensure accuracy.
- Communicate with local school district board members, superintendents, principals, and other administrative personnel regarding the OEA's investigative conclusions and resolutions.
- Work with OEA administrative staff to ensure district/school compliance with report resolutions.
- Assist in the preparation and presentation of the OEA Annual Report.
- Attend legislative committee meetings as requested by the deputy director.
- Maintain a collaborative relationship with the Kentucky Department of Education and the Education Professional Standards Board.
- Meet with team members to review caseload and progress on investigations.
- Develop and maintain expertise in relevant education law.
- Maintain a small investigative caseload, and perform the same duties as Investigations team members.

- Perform other duties as assigned.

Minimum Requirements: A juris doctorate supplemented by six years of experience in public policy, legislative management, legal analysis, or a related field (three of which must be in supervisory capacity); existing knowledge of the education field will be given added consideration.

Attorney applicants must maintain a current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111, limited certification of admission to practice.

Desired Skills and Abilities:

- Ability to assign, instruct, develop, supervise, and manage professional, staff support level, and other employees, and to effectively evaluate their performance.
- Detailed knowledge of assigned subject matter and the ability to interpret federal, state, and local laws, regulations, and legal precedent.
- Strong subject matter research skills and ability to prepare succinct written analysis of complex projects and issues.
- Strong general research ability and the ability to prepare issue papers.
- Ability to work independently as well as in a team environment.
- Ability to work under pressure and to meet deadlines.
- Demonstrated ability in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.
- Ability to maintain records and files.
- Collaborative management style.
- Professional and calm demeanor under intense pressure.
- Enthusiastic commitment to high-quality output.

The individual selected for this position must have a positive attitude and strong work ethic; be attentive to detail; display competence using correct grammar, spelling, and punctuation; exhibit excellent written and verbal communication skills; and be oriented to public service with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that, during legislative sessions and occasionally during the interim, significant amounts of overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance, retirement plan, and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Application Deadline: Applications for this position must be submitted by the close of business on July 25, 2017. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and who are interested in this position are encouraged to submit by email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Tim Holbrook
Assistant Director for Human Resources and Professional Development
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

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