

Human Resources (HR) Investigation Specialist

Hobby Lobby Stores, Inc., a privately-held company based in Oklahoma City, Oklahoma, is seeking a qualified individual to fill the position of Job Title within the Corporate HR Department. This full-time, salaried (exempt) position is located at Hobby Lobby's corporate campus in Oklahoma City. This position works closely with other members of the HR/Benefits/Leave/Legal Department.

Before giving consideration to your application, we require a personal cover letter expressing interest in the position, why you believe your qualifications meet our needs, and salary requirements. AI generated letters will be disqualified and, if chosen for an interview, applicants may be asked to acknowledge that no part of their cover letter was AI generated.

Position Overview

The Investigation Specialist partners with Senior Investigation Specialist, Investigation Supervisor, and/or Employee Relations Manager to coordinate and plan investigations into allegations of prohibited conduct. This position reports to the Investigation Supervisor and/or HR Employee Relations Manager.

Responsibilities include:

- Develop an investigative plan, analyze complaint/allegation, identify and interview potential witnesses, identify and gather related documents and evidence, and thoroughly and accurately document investigation efforts and findings, often under tight deadlines
- Work with management to investigate complaints of prohibited conduct
- Guide managers and/or HR professionals through the investigative process
- Educate managers regarding personnel issues in accordance with federal, state, and municipal laws and Company policies
- Flex between Investigations and performing the responsibilities of an Employee Relations Specialist
- Work with management to resolve employee concerns and complaints in compliance with Company policy and applicable laws.
- Serve as a resource for management regarding compliance with federal, state, and local employment laws and Company policy
- Maintain detailed work records
- Perform other related tasks and duties as assigned
- Required work on weekends, as needed

Required experience, skills, and attributes:

- 3+ years of experience conducting Human Resources investigations and advising on employee relations issues and Human Resources policies and protocols
- Good knowledge of the principles and practices of human resources management
- Understanding of state and federal employment laws and regulations, including Title VII, ADA, FMLA, FLSA, etc.
- Excellent written and verbal communication skills to effectively and clearly communicate with employees, co-workers, other departments, vendors, and/or leadership
- Computer skills (including experience with web-based systems and proficiency in Microsoft Word, Excel, and Outlook)
- Experience with HRIS (human resources information systems) (SAP preferred)

- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong conflict resolution skills and ability to de-escalate difficult situations
- Good critical thinking, problem-solving, analytical, and decision-making skills
- Experience with applying corporate policies across multiple states, including California
- Good organizational skills and attention to detail, with the ability to manage multiple tasks and competing priorities simultaneously
- Ability to work independently and collaboratively as part of a team
- Bachelor's Degree (preferred) or equivalent related experience

Schedule Requirements:

This is not a remote position. Department hours are currently 8:30am to 5:00pm with ½-hour lunch, or 8:00am to 5:00pm with a 1-hour lunch. Evening and/or Saturday work may be required at times.

Benefits include:

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| • Medical, Dental, Vision, Prescription, and Basic Life Insurance | • Voluntary Life Insurance |
| • 401(k) plan | • Long Term Disability |
| • Holiday Pay | • Flexible Spending Plans |
| • Vacation Pay | • Employee Discount |
| • Sick/Personal Pay | • Clinic and Pharmacy on campus |
| | • Chaplain Services |

Hobby Lobby Stores, Inc. is an Equal Opportunity Employer. For reasonable accommodation of disability during the hiring process call (800) 200-1494.