

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: INVESTIGATOR (OFFICE OF STAFF & STUDENT DIVERSITY)**

#### **BASIC FUNCTION:**

Under the direction of the Director of Staff & Student Diversity or assigned administrator, the Investigator is responsible for investigating student and employee complaints regarding unlawful discrimination and sexual & gender-based misconduct in compliance with state and federal laws. The Investigator also assists in making initial contact with and performing intake interviews for students and employees seeking assistance from or referred to the Office of Staff & Student Diversity. Work is performed under minimal supervision and performance is based upon thorough completion of assignments and results obtained.

#### **REPRESENTATIVE DUTIES:**

Serves as the lead investigator for complaints of unlawful discrimination based on protected classes including but not limited to race, color, ancestry, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability (physical or mental), age (40 and older), genetic information, marital status, sexual orientation, gender identity and gender expression, AIDS/HIV, medical condition, political activities or affiliations, military or veteran status) and retaliation.

Serves as the lead investigator for complaints of sexual and gender-based misconduct (including, but not limited to, sexual harassment, stalking, intimate partner violence, and sexual assault).

Conducts prompt, equitable and impartial investigations into complaints and referrals by identifying and interviewing parties and identifying, gathering and assessing information relevant to the investigation.

Identifies and applies relevant state and federal law and provisions of District Board policies and procedures (including Student Code of Conduct) and Bargaining Unit Agreements to an investigation.

Exercises judgment (including informal resolution and formal investigation) regarding the handling and resolution of complaints.

Serves as a first point of contact and performs intake interviews for students and employees seeking assistance from or referred to the Office of Staff & Student Diversity.

Explains the complaint and investigation process, including relevant policies and procedures.

Schedules and conducts interviews, analyzes information obtained, writes investigative reports, and maintain case files.

Leads efforts to train other investigators and coordinates/delegates cases and reporting.

Assists in maintaining and compiling requested statistics and data for reporting purposes, including the District's Annual Security Report (ASR).

Intervenes with students as requested and assigned by the Assessment, Intervention, and Management of Safety ("AIMS") Team.

Works with Human Resources, Student Development, and other relevant campus departments/units in the investigation, remediation, and prevention of unlawful discrimination and sexual/gender-based misconduct.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Current nondiscrimination laws and compliance regulations including Title 5 of the California Code of Regulations, Title IX of the Education Amendments of 1972, the Clery Act, VAWA, and FERPA.

Due process protections as they apply to investigations of unlawful discrimination and sexual/gender-based misconduct, as well as employee and student disciplinary proceedings.

Basic rules of grammar of the English language to effectively communicate to a variety of audiences.

Principles of clear and concise writing (e.g., proper spelling and grammar of the English language) when preparing and/or reviewing written materials.

Various software programs in order to prepare correspondence and reports.

**ABILITY TO:**

Work productively and meet deadlines under stress and time pressure.

Handle highly sensitive and confidential information.

Obtain and evaluate evidence in concordance with current state and federal laws and regulations.

Determine type of case and developing investigation plan

Maintain accurate master investigation case files.

Cooperate with and secure the assistance of Federal, State, and local law enforcement agencies

Promptly, accurately, and impartially interview and investigate complaints of unlawful discrimination and sexual/gender-based misconduct with a sensitivity and understanding of the subject matter.

Demonstrate exceptional critical thinking skills by accurately analyzing information, evaluating evidence, and facilitating resolution of difficult challenges.

Handle issues of complex and extreme sensitivity.

Write concise, logical investigative reports to convey complex issues.

Maintain neutrality and non-judgment while conducting investigations.

Communicate effectively and utilize strong and effective interpersonal skills, including the ability to listen well and demonstrate sensitivity to and respect for individual needs.

Organize and manage time effectively during the course of work activities or investigations.

Establish and maintain professional and productive working relationships with employees at all levels at the District.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree and two years of professional experience conducting investigations related to employment matters, student conduct, unlawful discrimination, and/or sexual and gender-based misconduct required. Preferred Qualifications: Title IX Investigator training certification. Degree major in criminal justice, law enforcement, criminology, human resources, or business and public administration. Experience investigating cases of interpersonal violence. Knowledge of student and/or employee discipline process. Experience with dispute resolution.

**LICENSE AND OTHER REQUIREMENTS:**

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

**WORKING CONDITIONS:**

Duties are primarily performed in an office environment, at a desk or at a computer.

Work may require travel to other offices or locations to conduct work.

May be required to work a flexible workweek, which includes day and evening hours and occasional weekend assignments.

The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.

**PHYSICAL DEMANDS:**

Typically may sit for extended periods of time.

Operates a notetaking system (such as a computer keyboard).

Communicates over the telephone and in person.

Regularly lifts, carries and/or moves objects weighing up to 25 pounds.

**SPECIAL QUALIFICATIONS:**

A demonstrated commitment to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.