



JOB TITLE: INVESTIGATOR

Classification: Classified Administrator
Salary Range: 11

Retirement Type: PERS*
Revised/Board Approved: January 21, 2020

BASIC FUNCTION:

Under the direction of an assigned administrator, the Investigator is responsible for investigating complaints regarding unlawful discrimination and sexual & gender-based misconduct in compliance with state and federal laws. The Investigator initiates contact with referrals and individuals seeking assistance and performs intake interviews. Work is performed under minimal supervision and performance is based upon thorough completion of assignments and results obtained.

REPRESENTATIVE DUTIES:

Investigates 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.

Investigates 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.

Performs intake interviews and exercises judgment (including informal resolution and formal investigation) regarding the handling and resolution of complaints.

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

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

May train other investigators and coordinate/delegate cases and reporting.

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

Intervenes 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.

Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.

Performs other related duties as assigned.

JOB QUALIFICATIONS:

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.

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.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of student and/or employee discipline process.

Experience investigating cases of interpersonal violence.

Experience with dispute resolution.

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.

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

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

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

Knowledge of various software programs in order to prepare correspondence and reports (i.e., Maxient.)

Abilities/Skills:

Ability to work productively and meet deadlines under stress and time pressure.

Ability to handle highly sensitive and confidential information.

Ability to obtain and evaluate evidence in concordance with current state and federal laws and regulations.

Ability to determine type of case and develop an appropriate investigation plan.

Ability to maintain accurate investigation case files.

Ability to cooperate with and secure the assistance of Federal, State, and local law enforcement agencies.

Skilled at promptly, accurately, and impartially interviewing and investigating complaints of unlawful discrimination and sexual/gender-based misconduct with a sensitivity and understanding of the subject matter.

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

Ability to handle issues of complex and extreme sensitivity.

Ability to write concise, logical investigative reports to convey complex issues.

Ability to maintain neutrality and non-judgment while conducting investigations.

Ability to listen well and demonstrate sensitivity to and respect for individual needs.

Ability to organize and manage time effectively during the course of work activities or investigations.

Ability to establish and maintain professional and productive working relationships with employees at all levels at the District.

Licenses or Other Requirements:

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.

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

Contact in person or on the telephone with executive, management, supervisory, academic and classified staff and the general public.

PHYSICAL DEMANDS:

Extensive periods of sitting.

Extensive use of computers and keyboards.

Hours of communication over the telephone and in person on a regular basis.

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

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.