



El Camino College

Investigator/Title IX Deputy



THE POSITION

Under the direction of an assigned administrator, the Investigator/Title IX Deputy is responsible for investigating complaints and providing trainings or presentations on unlawful discrimination and sexual & gender-based misconduct in compliance with state and federal laws. Work is performed under minimal supervision and performance is based upon thorough completion of assignments and results obtained.

ABOUT EL CAMINO COLLEGE

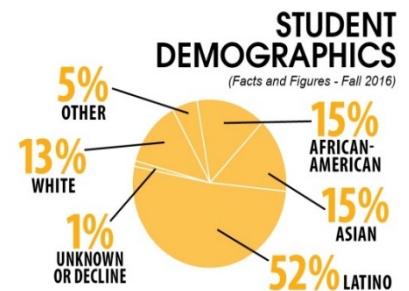
El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



INVESTIGATOR/TITLE IX DEPUTY

Division: Office of Title IX, Diversity, and Inclusion

Posting Closing Date: 1/12/23

Req: C2223-135

Location: El Camino College

Position Type: Classified Administrator

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.

Coordinates and conducts intake interviews. Explains parties' rights, resources, and options. Exercises judgment (including informal resolution and formal investigation) regarding the handling and resolution of complaints. May conduct preliminary assessments of initial complaints as needed.

Explains the complaint and investigation process and all relevant policies and procedures.

Schedules and conducts interviews, analyzes information obtained, and writes investigative reports. Conducts correspondence with case parties in accordance with established office protocols.

Creates, updates, maintains, and closes out case files and relevant training records in a centralized, record keeping software system.

Leads or assists with information sessions and trainings for employees and students on topics related to unlawful discrimination and sexual/gender-based misconduct. Trainings may include sensitivity training, ethics training, and sexual harassment awareness training (pursuant to AB 1825) in compliance with state and federal laws. May train or provide general guidance to other investigators or independent contractors and coordinate/delegate cases and reporting as needed.

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

Assists in evaluating, revising, and drafting provisional procedures, board policies, and administrative procedures under the purview of the Office of Title IX, Diversity & Inclusion. May assist with presenting proposed policies and procedures through the collegial consultation approval process.

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.

Stays current on changes and best practices regarding Title IX and unlawful discrimination. Attends conferences and trainings to maintain knowledge of and compliance with state and federal laws.

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

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.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Degree major in criminal justice, law enforcement, criminology, human resources, or business and public administration.

Certification in investigations, preferably Title IX investigations.

Training in trauma-informed investigation techniques.

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

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 or proficiency in Maxient for online case management.

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.

Abilities/Skills:

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

Ability to handle highly sensitive, complex, 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 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.

CLOSING DATE: Thursday, January 12, 2023 at 3:00 p.m.

SALARY: \$117,410 Annually

*Salary increases are granted on the first day of the month following each year of service, until step F is reached.

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month management position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.

Retirement

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE** PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](#)

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College Human Resources

Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports, and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.