

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED SEPTEMBER 2024  
GRADE LEVEL I

**PRINCIPAL DISTRICT INVESTIGATOR**  
**JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

The Principal District Investigator innovates, delivers, and collaborates on duties in promulgating the District's commitment to foster an inclusive and equitable environment where our campus community can thrive and belong authentically. The Principal District Investigator is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions. This role also serves as a leader in making independent analysis and recommendations of factual and procedural questions, for the solution of Title IX, workplace conflict, civil rights discrimination, harassment, retaliation, Equal Employment Opportunity (EEO) complaints, and other Human Resources (HR) related issues for all employees and students. This position reports and performs its duties under the general supervision of the HR Manager, District Investigations, and may supervise the work of investigators, hourly employees and staff in Human Resources.

**REPRESENTATIVE DUTIES**

1. Leads in responding to and investigating complex Civil Rights, Title IX, and workplace conflict complaints including, but not limited to discrimination, harassment, Equal Employment Opportunity (EEO) complaints, and related retaliation reports and complaints from students and employees.
2. Leads prompt, thorough, and impartial investigations into discrimination, harassment, and retaliation complaints related to legally protected status, while strategically implementing Title IX protective and supportive measures as required by District Policy, ensuring a fair, comprehensive process for all parties involved.
3. Serves as a primary reference to the interpretation, application, and compliance of District policies, procedures, protocols, and practices related to Title 5, Title VII, Title IX, ADA, 2022 Reauthorization of VAWA/Campus SaVE Act, and related state laws, such as FEHA and California Community Colleges policies.
4. Acts as a senior technical expert in investigative, research, and complex analysis within HR, developing and implementing advanced methods and practices across various levels of the district, aligning with legal, regulatory, and policy frameworks.
5. Provides expert recommendations on the interpretation and application of policies, procedures, regulations, memorandum of understanding, and collective bargaining agreements, ensuring comprehensive and nuanced understanding.
6. Assists in the development and implementation of policies, practices, programs, and procedures for human resources.
7. Assist in conducting intake of complaints reports, or inquiries.
8. Functions as a primary liaison between HR and College personnel, addressing operational needs with a focus on strategic alignment and efficiency.
9. Delivers detailed and complex information to District and College employees about HR regulations, procedures, best practices, and forms, ensuring clarity and compliance.
10. Analyzes and provides high-level recommendations concerning operational and technical matters in areas of Civil Rights, Title IX, or workplace conflict in HR; synthesizes diverse opinions to formulate comprehensive solutions.
11. Conducts in-depth interviews with employees, students, and third parties, addressing complex violations of district policies or law; drafts comprehensive summaries with a focus on detailed fact-finding and action planning.
12. Leads in facilitating informal resolutions and manages formal investigation processes, focusing on complex conflict resolution.
13. Coordinates and oversees projects to ensure timely completion, focusing on complex investigations and strategic initiatives.

**PRINCIPAL DISTRICT INVESTIGATOR**  
**JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONT'D)**

**REPRESENTATIVE DUTIES (CONT'D)**

14. Directs the preparation, maintenance, and analysis of confidential records, focusing on employer/employee relations, grievance processing, and legal matters, ensuring accuracy, confidentiality, and compliance with relevant regulations.
15. Directs high-level Human Resources projects, encompassing advanced data analytics, improvement audits, and system enhancements, ensuring strategic implementation and operational excellence.
16. Expertly communicates HR-related information to administrators, staff, and the public, using detailed data analysis and visual aids to convey complex concepts clearly and effectively, with an emphasis on understanding the strategic implications and impact on organizational goals.
17. Supervises and evaluates assigned staff; establishes performance requirements and professional development targets for assigned staff; regularly monitors performance and provides coaching and development.
18. Demonstrates advanced budget experience, contributing to financial planning and management within the HR Department, with an emphasis on strategic allocation.
19. Leads team projects and independently carries out complex special assignments, without supervision.
20. Represents HR in high-level meetings, hearings, conferences, workshops, or negotiations, focusing on complex and strategic matters.
21. Acts as the primary advisor and authority for District and College managers in establishing, reviewing, and documenting disciplinary policies, ensuring their fair and consistent application and offering expert counsel on addressing performance concerns.
22. Acts as the primary advisor to District and College managers in establishing and reviewing disciplinary policies, preparing and documenting performance evaluations, counseling managers on best practices for correcting performance concerns, ensuring the consistent and fair application of District policies and procedures, and reviewing negative performance evaluations to ensure sufficient documentation and justification.
23. Designs and delivers comprehensive training programs for employees and managers on anti-discrimination policies and fostering a culture of respect, with a focus on addressing complex issues and strategic organizational needs.
24. Oversees and facilitates Skelly meetings, expertly managing complex employee disciplinary matters with a focus on procedural fairness and compliance.
25. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations.
26. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
27. Monitors and informs on legislative changes relevant to HR.
28. Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Thorough Knowledge of:**

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities, Act, Age Discrimination Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of HR policies and practices and its integration with full-scale comprehensive HR programs.

**PRINCIPAL DISTRICT INVESTIGATOR**  
**JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONT'D)**

**KNOWLEDGE AND ABILITIES (CONT'D)**

3. Exceptional project management with the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
4. High level of stakeholder service-centricity and organizational empathy.
5. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
6. Investigative principles and application of laws, policies, rules, regulations, and practices.
7. Software, including case management software, such as, Advocate/Maxient, and Human Resources management software, such as, Ellucian Banner/Colleague, Workday, and other related project management software, case management, and related HRIS/Human Resource software.
8. High degree of business insight and results oriented. with an ability to work independently.
9. Strategies identifying and building cross-functional partnerships to understand challenges.
10. Principles and practices of effective management and supervision

**Ability to:**

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Success with providing Human Resources support in a multi-stakeholder organization across multiple locations.
3. Proven ability to define, influence, refine and implement processes, procedures, and policies.
4. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
5. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
6. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
7. Display cultural competency and sensitivity in handling diverse cases and interacting individuals from various backgrounds and levels of the organization.
8. Display strong analytical capabilities and a process improvement mentality.
9. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
10. Collaborate and influence strategically in both small teams and large, cross-functional environments.
11. Maintain confidentiality of non-public information.
12. Gather and analyze data, reason logically, and draw valid conclusions.
13. Analyze situations and make appropriate decisions and/or recommendations.
14. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
15. Clearly communicate ideas and recommendations.
16. Write clear, comprehensive, and concise reports.
17. Work with and provide direction to other employees in the completion of the day-to-day work.
18. Excel in an ever-changing environment using an ambitious mindset.
19. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.

**PRINCIPAL DISTRICT INVESTIGATOR**  
**JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONT'D)**

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/  
Juris Doctorate Degree from an accredited college or university and one (1) year of related work experience OR  
equivalent combination of training and experience.

Board Approved: September 9, 2024