

DISTRICT INVESTIGATOR

JOB DESCRIPTION – CLASSIFIED CONFIDENTIAL

POSITION OVERVIEW

The District Investigator is a full journey-level position that performs complex and specialized administrative duties involving preparation, investigation, and analysis of cases related to Civil Rights, Title IX, and Workplace investigations within the District and Colleges. This role evaluates District disciplinary actions for policy and regulatory compliance, manages the intake process for reports, inquiries, and complaints, and ensures a streamlined resolution workflow. This role also engages in complex administrative studies and analyses related to Human Resources (HR) Department's procedures, policies, and precedents encompassing Title IX, workplace conflict, civil rights discrimination, harassment, retaliation, Equal Employment Opportunity (EEO) complaints, and other HR functions for all employees and students. Finally, the position coordinates with various areas of HR, legal counsel, and other departments to ensure a comprehensive approach to resolving issues. Reporting to the HR Manager, this role may also direct the work of hourly employees and staff in the Department.

REPRESENTATIVE DUTIES

1. Responds to and investigates 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. Conducts 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 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. Serves as a technical expert in investigative, research, and complex analysis within Human Resources, developing and implementing advanced methods and practices across various levels of the district, aligning with legal, regulatory, and policy frameworks.
5. Provides independent recommendations on the interpretation and application of policies, procedures, regulations, memorandum of understanding, and collective bargaining agreements, ensuring comprehensive and nuanced understanding.
6. Coordinates and conducts intake of complaints, reports, or inquiries.
7. Serves as a liaison between HR and College personnel to ensure that operational needs are met.
8. Delivers information to District and College employees about HR regulations, procedures, best practices, and forms, ensuring clarity and compliance.

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9. Analyzes and makes recommendations concerning operational and technical matters in the areas of Civil Rights, Title IX, or workplace conflict areas of HR; considers conflicting or divergent opinions and produces mutually acceptable solutions to issues.
10. Conducts in-depth interviews with employees, students, and third parties, addressing violations of district policies or law; drafts comprehensive summaries with a focus on detailed fact-finding and action planning.
11. Facilitates informal resolutions and manages formal investigation processes, focusing on complex conflict resolution.
12. Coordinates and oversees projects to ensure timely completion, focusing on complex investigations and strategic initiatives.
13. Supports 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.
14. Supports HR projects, encompassing advanced data analytics, improvement audits, and system enhancements, ensuring strategic implementation and operational excellence.
15. Independently 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.
16. Demonstrates budget experience, contributing to financial planning and management within the HR Department, with an emphasis on strategic allocation.
17. Represents HR in meetings, hearings, conferences, workshops, or negotiations, focusing on complex and strategic matters.
18. Acts as an 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.
19. 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.
20. Assists in the facilitation of Skelly meetings, expertly managing complex employee disciplinary matters with a focus on procedural fairness and compliance.
21. Monitors and informs on legislative changes relevant to Human Resources.
22. Maintains, prepares and reports appropriate HR items for the Board of Trustees meeting dockets.

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23. Drafts detailed notes and summaries of intakes and interviews, including facts, policies, and action plans, while maintaining communication with the involved parties.
24. Facilitate informal resolutions and participate in formal investigation processes for conflict resolution.
25. Coordinates and monitors activities to ensure project and investigation completion within established timelines.
26. Responds, advises, and provides consultations to requests and inquiries from employees, students, members of the public, and outside agencies.
27. Supports the 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.
28. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough knowledge of:

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities, Act, the 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 of HR programs, practices, and techniques.
3. Investigative principles and application of laws, policies, rules, regulations, and practices.
4. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/HR software.
5. General HR practices and procedures related to personnel, recruitment, class compensation, organizational management, etc.
6. Reporting structures of the organization, including direct reports or collaborations with various stakeholders.
7. Modern office practices and procedures.

Ability to:

1. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
2. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.

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3. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
4. Clearly communicate ideas and recommendations.
5. Display cultural competency and sensitivity in handling diverse cases and interacting individuals from various backgrounds and levels of the organization.
6. Write and provide comprehensive reports clearly and concisely.
7. Display independent analytical capabilities and a process improvement mentality.
8. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
9. Collaborate in both small teams and large, cross-functional environments.
10. Gather and analyze data, reason logically, and draw valid conclusions.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. Excel in an ever-changing environment using an ambitious mindset.
14. Maintain confidentiality of non-public information.

MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration, or related field; or equivalent education, training, and/or experience and two (2) years recent experience involving the interpretation of laws and policies.

Board Approval Date: April 15, 2024