

# CLASSIFICATION SPECIFICATION

## Collegewide Title IX Investigator

FT/PT Class Code: 3137, 3537      Pay Grade: B/C 16      FLSA: Exempt      Est. 10/8/20

**SUMMARY STATEMENT:** An incumbent is responsible for conducting unbiased investigations into complaints of discrimination and/or sexual misconduct. The incumbent will work closely with the College's Title IX Coordinator. Campus CARE Team coordinators, human resources, academic affairs, public safety and legal divisions.

### **NATURE AND SCOPE:**

An incumbent in this class is responsible for conducting unbiased investigations into complaints of discrimination and/or sexual misconduct within the boundaries of the Federal and State laws that regulate Title IX and Civil Rights as well as the College's policies and procedures. Responsibilities include, conducting prompt and thorough investigations as directed, collecting relevant evidence related to the complaint, maintaining and retaining records of such evidence in secure physical and electronic locations, providing written investigative and summary reports at the conclusion of such investigations, maintaining neutrality during all investigative procedures, and testifying as the principle investigator during discrimination and sexual misconduct hearings. Travel between all College locations is required in order to conduct interviews and collect evidence. Typical contacts include complainants and respondents in civil rights/sexual misconduct proceedings, which may include any member of the College community, potential witnesses to unlawful discrimination or sexual misconduct and/or others who may have information relevant thereto legal affairs personnel. The incumbent reports directly to Collegewide Title IX Coordinator.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Conducts prompt, thorough, and unbiased investigations into complaints of discrimination and/or sexual misconduct.
2. Maintains equitable communication during the investigative procedures with both the complainant and respondent.
3. Conducts thorough interviews with complainants, respondents, witnesses and other relevant parties which include lines of questioning that support the collection of evidence.
4. Drafts detailed and thorough investigative reports and succinct summary reports that are evidence and fact based.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

5. Maintains and retains records of interviews, evidence and other information related to investigations in secure physical and electronic locations.
6. Provides testimony and responds to questioning related to investigations during live hearings as part of the Civil Rights and Title IX procedures.
7. Ensures compliance of the College's Civil Rights and Title IX procedures as well as federal and state law during the investigative process.
8. Identifies and escalates, any issues of immediate concern that are uncovered during the investigation, to the collegewide title IX coordinator or appropriate College administrator, in order to maintain the safety and well-being of all constituencies.
9. Works closely with Campus CARE Team Coordinators, Public Safety, Academic Affairs and Human Resources when necessary.
10. Assists the collegewide title IX coordinator, collegewide public safety director and local law enforcement, when appropriate, with regard to the handling of reports and complaints of sexual violence and related misconduct.
11. Assists the collegewide title IX coordinator with annual federal and state reporting related to Title IX and Civil Rights cases and statistics.
12. Assists the title IX coordinator with the coordination of live hearing procedures, which may include, but is not limited to securing appropriate hearing rooms, video and audio recording preparation, and sequestering of witnesses.
13. May serve on various collegewide committees and task forces.
14. Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Excellent judgment with the ability to manage highly sensitive and confidential information.
- ◇ Strong skills in the areas of conflict resolution, problem solving techniques, interviewing and investigation.
- ◇ Knowledge of Federal and State laws and regulations that govern Title IX, Discrimination, and Disability Rights.
- ◇ Knowledge of College policies that govern Title IX, Discrimination, and Disability Rights.

**KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:**

- ◇ Knowledge of Human Resources and Student Conduct policies.
- ◇ Strong presentation skills.
- ◇ Ability to communicate effectively, both orally and in writing, and relate to a diverse population in a multicultural environment.
- ◇ Ability to exercise independent judgment in evaluating situations and making decisions.
- ◇ Ability to demonstrate neutrality when conducting investigations and writing reports.

**Minimum Qualifications:**

- ◇ Associate's degree in a relevant field and two (2) years of relevant experience conducting investigations in a public safety, law enforcement, human resources, legal, or Title IX setting; or other equivalent combination of education; Bachelor's degree preferred.
- ◇ Valid driver's license and ability to travel state-wide in order to perform the nature, scope and principal accountabilities of the position.