

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Title IX Investigator

**Unit:** Supervisory and Professional

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**Job Code:** D1723  
**Original Date:** 08/2015  
**Last Revision:** 10/2015  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 10

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### **DEFINITION**

Under the direction of the Title IX Coordinator or the Vice Chancellor of Student Services, the Title IX Investigator objectively and effectively investigates complaints of alleged unlawful discrimination, sexual harassment, and other violations of rights relative to assigned program areas and make findings related to law and legal precedence and appropriately apply relevant laws and District policies to make recommendations; prepare reports; assist the Title IX Coordinator in providing education, training and outreach programming related to Title IX and the District's policies; assist in ensuring the District's compliance with Title IX.

### **EXAMPLES OF DUTIES**

1. Conduct prompt, equitable and impartial administrative investigations into complaints of sexual misconduct, sexual harassment, gender-related violence, stalking, intimate partner violence, protected class discrimination and related retaliation; identify and interview parties and witnesses; gather and assess information and evidence relevant to the investigation; apply relevant laws and policies; and make findings of fact in individual cases.
2. Exercise sound judgment and conflict resolution skills while engaging the parties in the California Code of Regulations Title 5 informal resolution process of complaints pertaining to nonviolent gender related discrimination and/or harassment, where appropriate and desired by the parties. Maintain regular communication with parties to provide them with clear information about the investigatory process and provide resources and support systems available to them.
3. Provide on-going updates to the Title IX Coordinator regarding the status of individual cases; continuously identify and integrate best practices in the Title IX investigation arena into the campus knowledge base and practice.
4. Assist the Title IX Coordinator to ensure the District's compliance with Title IX; the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act); the Violence Against Women Act (VAWA); and other related state and federal laws and regulations. Collaborate with on and off-campus resources, other District investigators including law enforcement and victim services to ensure that the District's processes, responses and policies are consistent with state and federal laws and regulations.
5. Assist in providing education, training and outreach programs related to Title IX and the District's discrimination, harassment and sexual misconduct policies. The Title IX Investigator will also work closely with the Title IX Coordinator to assist in ensuring the District's compliance with Title IX; the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act); the Violence Against Women Act (VAWA); and other related state and federal laws and regulations.
6. Maintain knowledge of changed, current, and pending state and federal laws, regulations and trends in the areas of investigations, Office of Civil Rights, equal employment opportunity, discrimination, harassment and other related topics.
7. Provide information, advice, interpretation and training to District, College and Continuing Education administrators, employees and students on state and federal laws and District policy and procedures related to unlawful discrimination and harassment prevention.

8. Participate in District, College and Continuing Education committees and meetings as appropriate.
9. Actively foster and maintain a climate that is supportive and respectful to students, staff and the public.
10. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Appropriate sections of federal, state and local laws, regulations, and guidelines, including but not limited to: Title IX of the Education Amendments of 1972, Title VII, California Code of Regulations Title 5, the Clery Act (and the Campus Save Act), the Family Educational Rights & Privacy Act (FERPA) and VAWA.
- Complaint and conflict investigation and resolution.
- Complexities surrounding Title IX cases in a college or university setting.
- Compliance with the requirements of the Clery Act and Title IX.
- Cultural competency and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students and staff.
- Data analysis.
- Developing and implementing policy, procedures, practices and training programs related to discrimination, sexual harassment and other related areas.
- Human Resources Management principles, practices and standards as applied to public institutions.
- Modern office practices, procedures, equipment and business applications (word processing, spreadsheets, presentation programs).
- Party and witness examination/interview and investigation techniques.
- Principles and practices of supervision and training.
- Principles and practices of trauma-informed investigations and understanding of effects of sexual assaults, harassment, and domestic/dating violence.
- Principles and techniques of conflict resolution.
- Record-keeping techniques.
- SDCCD organizational structure, policies and procedures.
- Theories, principles, practices, and procedures associated with Human Resources Management in higher education or related public service.

#### Skills and Abilities:

- Accept change and new methods in the assigned area of responsibility.
- Attention to detail: self-directed execution of routine and special projects.
- Communicate effectively orally and in writing.
- Conduct trauma-informed investigations and understand effects of sexual assaults, harassment, and domestic/dating violence.
- Conflict resolution.
- Develop and implement training and prevention.
- Develop, implement and oversee programs and procedure.
- Effective public speaking.
- Establish and maintain effective working relationships with others.
- Handling sensitive information with discretion and respect.
- Interpret and apply provisions of state and federal laws as related to the responsibilities of the position.
- Investigate complaints relative to assigned program areas, and make findings.
- Maintain neutrality and work under stress.
- Maintain records and prepare reports.
- Manage a volume-oriented caseload with close attention to detail.
- Manage highly sensitive and confidential communications.
- Meet schedules and time lines.

Organizational problem-solving.  
Proficiency with PCs, especially word processing, spreadsheets and presentation software (preferably Microsoft Word, Excel, and PowerPoint).  
Project management and leadership.  
Strong work ethic and highly motivated.  
Superior judgment with the ability to work cooperatively and productively with internal and external constituencies.  
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in business administration, personnel management, labor relations, psychology, sociology, criminal justice or related field and three years of experience in a related field with considerable exposure to the investigation with compliance of state and federal complaints pertaining to discrimination and/or harassment, including experience in conducting investigations and/or in complaint and grievance resolution. Prior completion of Title IX Investigator Training through a nationally recognized organization strongly preferred.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III, usually minimum requirements.

Environment:

Favorable, usually involves an office. Available to respond to situations as needed.