

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Investigative Analyst

Unit: Confidential

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Job Code: L1900

Original Date: 02/1998

Last Revision: 09/2024

Staff Type: Classified

FLSA status: Exempt

Salary Range: 31

DEFINITION

Under the general direction of the Associate Vice Chancellor, Employee Relations, or assigned manager, independently perform a wide variety of complex and analytical duties in support of Title IX, Title 5 or Employee Relations; provide analysis and investigate complaints alleging violations of policies impacting the employer/employee relationship including prohibiting harassment and discrimination on the basis of a protected class, sexual harassment, sexual violence and other sex-based harassment and discrimination. Analyst may be assigned to Labor Relations, Title 5 or Title IX regulatory areas.

EXAMPLE OF DUTIES

1. Administer day-to-day management of regulatory reports including intake, investigation, follow-up services, connection with campus or community resources, ongoing communication, case tracking and record keeping, and the facilitation of interim measures and/or final case resolutions reached in accordance with applicable law and policy.
2. Conduct highly confidential and time sensitive investigations, including recommendation of action and ongoing advice and counsel to supervisors, managers, leadership and the Chancellor. Provide highly detailed and time sensitive oral and written reports.
3. Process labor complaints between employees and management and coordinate grievance procedures. Discuss labor relations matters with employee representatives or other interested parties. Advise management personnel on the proper application of administrative procedures governing resolution of employee grievances and represent the District at grievance hearings.
4. Analyze and evaluate highly confidential and sensitive personnel matters, information, or evidence related to bargaining or meet and confer grievances; organize additional supportive evidence, background information, and documentation; prepare statements of issues/charges and recommend appropriate action.
5. Investigate, analyze, and evaluate union complaints or arguments to determine viability. Mediate discussions between managers and employee representatives to reconcile differences. Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns. Research and draft response to complaints involving employment policies and practices.
6. Maintain effective communication and working relationships with administrators, contractors, and staff within the field of specialty and related organizations. Consult with, make recommendations, and advise managers and supervisors on the interpretation of technical information and the implication on operations and procedures; identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of technical issues; coordinate project workflow, identify assignments, and track progress.
7. Participate as a member of the District negotiations team in collective negotiations with exclusive representatives of both classified and faculty bargaining units; represent the District, as assigned, in its relationships with exclusive representatives. Assist in the development of District collective negotiations proposals and responses. Research and coordinate responses to requests for information from exclusive representatives. Prepare special reports and materials for the collective bargaining process; review contract requirements and assure proper implementation.

8. Provide advice and guidance to District personnel in matters related to employee relations, contract interpretation, administration of collective bargaining agreements and regulations pertaining to Title 5 or Title IX. Assist in the coordination and development of employee-relations training activities.
9. Handle sensitive materials and confidential issues and provide information, guidance, interpretation, and training to District, College and Continuing Education administrators, employees and students on state and federal laws, Education Code and District policy and procedures related to the employer/employee relationship, unlawful discrimination and harassment prevention
10. Provide written analysis regarding case strength and weaknesses. Represent the District during arbitration, mediation and EDD hearings.
11. Exercise judgement in determining investigation methods, recommended outcome and settlement options. Brief Associate Vice Chancellor and counsel on options and recommendation.
12. Conduct research and perform specialized analyses and confer with legal counsel as required; develop statistical, financial, and narrative reports.
13. Plan and coordinate in-service and external training on employer-employee relations, Title 5 and Title IX legal updates, collective bargaining agreement updates and ongoing refresher information suitable for all employees.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable local, State, and federal laws, rules, and regulations governing labor law.
Applicable sections of the California Code of Regulations (CCR) and California Education Code.
Computer applications, including word processing, spreadsheets, and databases.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Investigative methods and procedures.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.
Progressive discipline process.
Principles and practices of administration, supervision, and training.
Principles and techniques of research and analysis.
Record-keeping techniques.
Theories, principles and practices of labor relations, arbitration, and contract administration.
Trends in employer-employee-relations and human resources practices and procedures.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Compile data and translate findings into clear, concise reports and recommendations
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
Develop innovative solutions to complex and sensitive employer-employee problems.
Establish and maintain effective and cooperative working relationships.
Exercise judgment and discretion in handling confidential and sensitive matters.
Interpret contractual agreements for employers and employees.
Maintain records and prepare reports.
Meet schedules and time lines.
Operate computers and business-related software, including word processing, spreadsheets, and

databases.

Operate a variety of office machines and equipment, including computer hardware and software.

Plan and organize work.

Prepare and deliver persuasive arguments.

Prepare written reports, correspondence, summaries, and procedures.

Set up and maintain database tracking systems.

Train-and provide work direction to others.

Understand and follow oral and written directions.

Understand, interpret, and apply applicable laws, rules, and regulations.

Work confidentially with discretion.

Work cooperatively with others.

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.

Juris Doctor degree from an accredited institution preferred.

Prior completion of Title IX Investigator Training through a nationally recognized organization strongly preferred.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel between District sites and San Diego County locations