

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Title IX Investigative Analyst

Unit: Supervisory and Professional

Page: 1 of 3

Job Code: D1724

Original Date: 01/2020

Last Revision: 02/2020

Staff Type: Classified

FLSA status: Exempt

Salary Range: 10

DEFINITION

Under the direction of the designated Title IX Coordinator or assigned manager or the Vice Chancellor of Student Services, the Title IX Investigative Analyst performs a wide variety of duties in support of the Title IX Compliance Department including providing review, analysis, coordination of activities and investigative support for Title IX activities; objectively and effectively analyzes and investigates complaints of alleged unlawful discrimination, sexual harassment, and other violations of rights relative to assigned program areas and appropriately apply relevant laws and District policies to make recommendations; prepare reports; assist the designated Title IX Coordinator or assigned manager 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. Under the direction of the designated Title IX Coordinator or assigned manager, administer day-to-day management of Title IX 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. Develop and implement ongoing education, training and outreach programs and publications related to Title IX and the District's sex- and gender-based discrimination policies. Provide support to grant-funded programs and activities related to prevention and response to discrimination.
3. Conduct prompt, equitable and impartial administrative formal and informal investigations into complaints of sex and gender-based misconduct; 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 where permitted by law and policy.
4. Continuously identify and work with the designated Title IX Coordinator or assigned manager and other relevant stakeholders to integrate best practices in the Title IX investigation and informal complaint resolution arena into the campus knowledge base and practice. Produce written reports; collect data; and keep careful documentation of Title IX complaints
5. Assist the designated Title IX Coordinator or assigned manager 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 relevant nondiscrimination provisions of the California Education Code and California Code of Regulations; and any other related state and federal laws and regulations. Collaborate with on and off-campus resources, other District investigators, law enforcement, victim services, and other appropriate stakeholders to ensure that the District's processes, responses and policies are consistent with 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, guidance, 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.