

Civil Rights Investigator (Administrator I)

PD No.:PD-6238

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	Replacement-Revision
Internal Team:*	FL-Title IX - 10414
Job Code/Employee Classification:*	Administrator I <u>Job Code: 3318</u>
Classification Title:	Administrator I
MPP Job Code:	D029
Position Number:	Civil Rights Investigator (Administrator I) <u>Position no: FL-00029601</u>
CSU Working Title:*	Civil Rights Investigator (Administrator I)
Salary Range/Grade:	3318-RANGE A-Grade-1 Minimum: \$ 3,750.00 Maximum: \$ 11,146.00 Pay Frequency:
Reports to Supervisor:	Kristen Entringer
Reports To:*	Deputy Title IX Coordinator and Senior Civil Rights Investigator <u>Position no: FL-00029602</u>
Campus:*	Fullerton
Division:*	VP, Student Affairs Office
College/Program:*	Student Engagement
Department:*	Title IX - 10414
FLSA Status:	Exempt
Hiring Type:	At-will
Workplace Type (Exclude Inst Fac):	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	Yes
Control over Campus business processes:	No
Responsibilities requiring license or other:	No
Responsibility for use of commercial equipment:	No
Is this a Campus Security Authority (CSA):	<input checked="" type="radio"/> Yes <input type="radio"/> No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	Yes
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No
Job Summary/Basic Function:*	<p>The Title IX and Gender Equity office is seeking an exceptional professional to join our team and advance our ongoing commitment to foster and maintain a campus environment free from all forms of discrimination and harassment. We are searching for a driven, proactive, ethically minded individual with experience in conducting prompt and impartial investigations into all forms of alleged discrimination and harassment based on gender and sexual orientation. In the CSU, gender is defined as being inclusive of sex assigned at birth, gender identity, gender expression, sex stereotypes, pregnancy, childbirth, breastfeeding, and any related medical conditions.</p> <p>Reporting to the Deputy Title IX Coordinator and Senior Civil Rights Investigator and under the general direction of the Title IX Coordinator, the Civil Rights Investigator is responsible for conducting timely, thorough, and impartial investigations into alleged discrimination, harassment, and other misconduct based on sex, gender, and sexual orientation, including allegations of sexual harassment, sexual misconduct, sexual exploitation, sexual assault, dating violence, domestic violence, stalking, retaliation, and prohibited consensual relationships. The related duties include, but are not limited to, developing a comprehensive investigation plan for each case; conducting interviews with parties and witnesses; gathering evidence; ensuring a well-documented investigative process by maintaining timely, accurate, and thorough records and notes of all investigatory steps; utilizing Maxient (case management database); preparing detailed, accurate written reports; making findings on policy violations when applicable (including credibility determinations and an analysis of the evidence); and summarizing the investigatory process at live hearings when applicable. The Civil Rights Investigator must remain well-informed on Title IX and related laws, campus and CSU systemwide policies, and best practices for conducting trauma-informed and compliant investigations.</p> <p>The Civil Rights Investigator may be asked to facilitate the Informal Resolution process, conduct trainings for students and employees, and support the departments' outreach efforts to the campus community. These responsibilities may include, but not be limited to, drafting Informal Resolution agreements, conducting presentations and trainings to inform students and employees on their rights, options, and responsibilities per CSU policy, and supporting other departmental outreach and prevention efforts. Other duties as assigned.</p>
Minimum Qualifications:*	<p>Minimum of a Bachelor's degree from an accredited four-year college or university. A minimum of two years of full-time professional experience in Title IX, civil rights investigations, or related work for an educational institution. Experience working with Maxient or other similar database for case management. Exceptional communication and interpersonal skills, including the ability to both be impartial and project impartiality as well as establish rapport with a diverse range of community members. Demonstrated ability to exercise superior judgment with the ability to manage highly sensitive and confidential communications. Demonstrated commitment to serving a diverse population with cultural competence and sensitivity, as well as the ability to work with a wide range of constituencies including staff, students, faculty, administrators, and third parties with diplomacy and tact. Possession of strong organization and analytical skills. Ability to handle a significant caseload and manage multiple deadlines. Ability to build positive relationships and establish collaborative partnerships across the university.</p>
Required Qualifications:	

Preferred Qualifications:

Master's from an accredited college or university. Three years of experience as a civil rights and/or Title IX investigator. Completed training and/or current certification in conducting investigations for allegations of discrimination, harassment and/or retaliation. Experience working with in a higher education environment. Experience with and/or knowledge of California and/or CSU civil rights investigation procedures.

Special Conditions:

License / Certification:

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
80	Essential to this role is conducting timely, thorough and impartial investigations of alleged discrimination, harassment, and other misconduct based on sex, gender, and/or sexual orientation, including allegations of sexual harassment, sexual misconduct, sexual exploitation, sexual assault, dating violence, domestic violence, stalking, retaliation, and prohibited consensual relationships. The related duties include, but are not limited to, developing a comprehensive investigation plan for each case; conducting interviews with parties and witnesses; gathering evidence; ensuring a well-documented investigative process by maintaining timely, accurate, and thorough records and notes of all investigatory process steps; utilizing Maxient (case management database); preparing detailed, accurate written reports; making findings on policy violations when applicable (including an analysis of the evidence and credibility determinations); and summarizing the investigatory process at live hearings when applicable.	Essential
10	Other essential functions include Informal Resolutions and educational outreach. This role occasionally facilitates the Informal Resolution process between parties in alignment with CSU policy. This may include an inquiry into the facts, but does not include an investigation, to resolve matters between complainants, respondents, and the University. Another essential function is supporting departmental education efforts by representing the department in a positive manner across campus and conducting presentations and trainings to inform students and employees on their rights, options, and responsibilities per CSU policy. This may include creating and facilitating presentations and workshops. Also essential to this role is supporting departmental outreach and prevention efforts as assigned.	Essential
10	Other duties as assigned	Marginal

SELECTION CRITERIA

i There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Constantly - Essential
Crawling:	Never
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Never
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Occasionally
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Never
Sitting:	Constantly
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment: Never

Excessive Noise:	Never
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2

Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3

Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary:

The Title IX and Gender Equity department is seeking an exceptional professional to join our team and advance our ongoing commitment to foster and maintain a campus environment free from all forms of discrimination and harassment based on sex, gender, and sexual orientation. We are seeking a driven individual with experience in conducting prompt and impartial civil rights investigations. The ideal candidate in this role should have a positive attitude, exceptional critical thinking and communication skills, demonstrated ability to work with both students and employees, and a leadership style that is characterized by highly ethical practices and a commitment to equity, inclusion, integrity, and kindness.

Advertisement text:

USERS AND APPROVALS

Justification for Position:

This position is essential to ensure compliance with CSU's Nondiscrimination Policy (or superseding policies) which has been established in compliance with Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972, Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (34 C.F.R. 106.); The California Equity in Higher Education Act; The Violence Against Women Reauthorization Act of 2013 (which amends the Jeanne Clery Disclosure of Campus Security and Campus Crimes Statistics Act, commonly known as the Clery Act) (VAWA) under its Campus Sexual Violence Elimination Act provision (Campus SaVE Act); Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; The Age Discrimination Act of 1975; and other applicable state and federal laws which prohibit Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation. This position remained vacant during the pandemic, but is now needed because our reporting numbers have increased. The Title IX and Gender Equity department is responsible for investigating complaints of discrimination and harassment based on gender, sex (which includes, but is not limited to pregnancy, childbirth, breastfeeding or any related medical conditions), gender identity, gender expression, sex stereotyping, and sexual orientation; this includes sexual harassment, sexual exploitation, sexual assault/sexual misconduct, dating/domestic violence, and stalking.

This position is also essential to ensure compliance with recent recommendations from the CSU Systemwide Title IX and DHR review by Cozen O'Connor as well as recommendations from the California State Auditor.

Hiring Administrator:*

Kristen Entringer

Email address: kentringer@fullerton.edu

Approval process:*

FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Kristen Entringer ✓ Approved Aug 21, 2023
2. Department Head/Associate Dean:	Sarah Bauer ✓ Approved Aug 21, 2023
3. HR Classifier:	Tammy Dietzel ✓ Approved Aug 30, 2023
4. Appropriate Administrator/Dean:	Vincent Vigil ✓ Approved Aug 30, 2023
5. Position Management:	FL-HRDI PM ✓ Approved Sep 13, 2023

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu