

(PD-5090) Assistant Director & Title IX/DHR Investigator

PD No.:PD-5090

POSITION INFORMATION

Internal Team:*	SL-UP-Civil Rights and Compliance - 203100
Job Code/Employee Classification:*	Administrator II <u>Job Code: 3312</u>
MPP Job Code:	D 02 6
Position Number:	Associate Dir. CRCO <u>Position no: SL-00011089</u>
CSU Working Title:*	Assistant Director & Title IX/DHR Investigator
Reports To:*	Asst VP, Civ Rights & Compl
Campus:*	San Luis Obispo
Division:*	University Personnel
College/Program:*	UP-Civil Rights and Compliance
Department:*	UP-Civil Rights and Compliance - 203100
FLSA Status:	Exempt

POSITION DESIGNATION**Mandated Reporter:***

Limited - The person holding this position is considered a limited 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: Yes No**Is this a Sensitive Position?:** Yes No**Job Summary/Basic Function:***

Reporting to the Assistant Vice President, Civil Rights & Compliance (AVP) and Title IX Coordinator, the Assistant Director is responsible for investigating complaints of sexual misconduct (including sexual discrimination, sexual harassment, dating violence, domestic violence and stalking); and discrimination, harassment and retaliation (DHR) complaints by community members (employees, students and third-parties) based upon all the protected classes set forth in CSU Executive Orders.

The Assistant Director will also confer with the AVP to develop prompt, effective, and appropriate responses to alleged DHR and sexual misconduct reports received by the University, in accordance with CSU Executive Order policies and procedures. The AVP may delegate training, education, communications with parties and campus partners, complaint processing, investigations, drafting of correspondence, drafting of investigative reports, preparation of case status reports and initiative briefings, climate assessments and related duties to the Assistant Director.

Per the Executive Orders, the Assistant Director will collaborate with the Title IX Coordinator, the Dean of Students office, the University Police Department, Housing, Safer, advisors, and other campus divisions and partners to ensure that any immediate safety concerns are addressed immediately; interim measure (such as housing, no contact/stay away orders,) and academic accommodation requests are promptly responded to. The nature of the work performed in this role is strictly confidential and highly sensitive.

The Assistant Director will be involved in committees or task forces, and perform other professional administrative work related to the OEO and Title IX, as assigned.

Minimum Qualifications:*

- Bachelor's degree from an accredited institution
- A minimum of 1 year of experience as a Title IX, DHR and/or sex crimes investigator; or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position.

Required Qualifications:

1. Demonstrated ability to capture verbal allegations and statements in writing, remain an objective and neutral fact-finder, apply the facts in the record to the appropriate legal analysis/theory, draft reports that are cogent, factually accurate and legally sound recommending the appropriate disposition on each issue, and handle sensitive cases that may be high-profile and emotionally charged in a prudent and confidential manner.
2. Demonstrated ability to exercise a high level of tact, good judgment, discretion, and diplomacy, and to establish and maintain cooperative working relationships with a diverse population, including co-workers, students, management, faculty, and off campus entities.
3. Demonstrated ability to make good decisions and accept accountability for outcomes.
4. Excellent language skills, including the ability to communicate clearly and effectively both verbally and in writing.
5. Skilled in research and analysis techniques.
6. Excellent collaborative and collegial interpersonal skills.
7. Demonstrated ability to work with individuals across the human diversity spectrum.
8. Knowledge of the practice of a trauma-informed approach to Title IX work.
9. Technological savvy, including knowledge of specific social media applications used by students and student database systems.
10. Ability to comfortably and confidently interact with faculty, staff at all levels of the organization, with undergraduate and graduate students, and with other key constituents such as University Police and the Chancellor's office, etc.
11. Ability to maintain high quality/standards of work, ethics, commitment, and professional responsibility.
12. Ability to research, thoroughly understand, interpret, communicate, and apply technical procedures and regulations as well as federal, state, CSU and University policies and procedures, including CSU Executive Orders.
13. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
14. Proficiency with a variety of computer applications including word-processing, spreadsheets, databases, web-based systems and resources, and online calendaring and email applications.

Preferred Qualifications:

1. JD, MA or certificate in related area
2. Skilled at the practice of a trauma-informed approach to Title IX work
3. Experience in public higher education
4. Experience in developing and delivering Title IX or EEO related training programs
5. Experience in labor union environment
6. Recent certification(s) in Title IX investigative training
7. Familiarity with CSU Executive Orders and Title V, California Code of Regulations (41301, et seq.)

Special Conditions:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a '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 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:**Supervises Employees:***

Yes No

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
90	<ol style="list-style-type: none"> 1. Review complaint allegations and assist in conducting intake meetings 2. Clarify and document allegations and assist in evaluating whether, if true, they would constitute DHR and/or sexual misconduct and/or what University response is triggered, if any, based upon the nature of the report 3. Explain Executive Order policies, procedures and standard of proof to parties 4. Issue notices of investigation, no-contact orders, and ensure appropriate holds are placed 5. Develop and implement case-specific investigative plans in consultation with the Title IX Coordinator/DHR Administrator 6. Schedule, conduct, and document impartial investigations of sexual misconduct/harassment, discrimination, and retaliation allegations 7. Obtain relevant documentary evidence 8. Interview complainants, respondents, and witnesses to gather information relevant to allegations and investigations 9. Prepare records of contact for interviews 10. Prepare factually accurate and legally sound investigation reports in compliance with CSU Executive Order(s) 11. As appropriate, refer students to on and off-campus resources 12. Conform to timelines, confidentiality, and procedures for case processing and investigations following relevant CSU Executive Orders and other applicable system-wide policies and procedures 13. Coordinate interim measures, accommodations, and responses with campus partners including faculty, the University Police Department, Student Affairs, Dean of Students, Housing, and others 14. Communicate and collaborate with the Office of General Counsel and law enforcement agencies for legal and investigative purposes 15. Provide information and technical assistance to campus partners on reporting options, appropriate handling of incidents, and policies and procedures, as needed 16. Issue appropriate notifications and communicate updates regarding case processing with complainant and respondent and others, as needed 17. Assist the Title IX Coordinator with designing and implementing a variety of prevention, education and training programs on topics such as Title IX, VAWA, Campus SaVE Act, and DHR 18. Assist the Title IX Coordinator with climate assessment activities 19. Remain current on evolving legal and policy obligations as related to compliance, investigations, and appeals 	Essential
10	<ol style="list-style-type: none"> 1. Perform other job-related duties and special projects as assigned 	Marginal

USERS AND APPROVALS
