



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Investigator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Represented- Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	February 25, 2023 March 13, 2023	SALARY GRADE:	Schedule: 52 Range: 69

BASIC FUNCTION:

Reporting to the Compliance Officer and Title IX Coordinator, Investigator is responsible for investigating and resolving complaints alleging violations of District policies and procedures, including complaints of bullying, discrimination, employee misconduct, sexual misconduct, sexual harassment and gender-related violence. The Investigator will work collaboratively with other members of the community to investigate and resolve complaints as outlined in school policies and in accordance with federal and state regulations. The Investigator will train students and employees on the District's policies and investigation procedure.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Under the direction of the designated Title IX Coordinator and Compliance Officer or assigned manager, administer day-to-day management of complaints, 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.
- Develop and implement ongoing education, training and outreach programs and publications related to Title VI and Title IX and the District's discrimination policies. Provide support to grant-funded programs and activities related to prevention and response to discrimination.
- Conduct prompt, equitable and impartial administrative formal and informal investigations into complaints of bullying, discrimination, employee misconduct and 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.
- Continuously identify and work with the designated Title IX Coordinator and Compliance Officer or assigned manager and other relevant stakeholders to integrate best practices in the investigation and informal complaint resolution arena into the campus knowledge base and practice. Produce written reports; collect data; and keep careful documentation of complaints

- Assist the designated Title IX Coordinator and Compliance Officer or assigned manager in ensuring the District's compliance with Title VI and 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.
- 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.
- Provide information, guidance, interpretation, and training to District employees and students on state and federal laws and District policy and procedures related to unlawful discrimination and harassment prevention.
- Actively foster and maintain a climate that is supportive and respectful to students, staff, and the public.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional critical thinking skills demonstrated by the ability to analyze information, evaluate results, and facilitate resolution of difficult challenges, including the ability to handle issues of complex and extreme sensitivity
- Skill in writing concise, logical analytical reports to convey complex issues that fulfill school timelines.
- Strong and effective interpersonal skills; the ability to learn well and demonstrate sensitivity to respect for individual needs.
- Ability to work as part of a school-wide community to resolve complaints in a neutral and sensitive manner.
- Demonstrate the ability to work as part of a school-wide community to resolve complaints in a neutral and sensitive manner.
- Knowledge of and ability to respond to the community regarding school policies related to Title IX.
- Experience conducting investigations of cases involving discrimination, employee misconduct, sexual harassment, sexual assault, intimate partner violence, stalking, or other sexual misconduct.
- Experience working in or with educational institutions, including experience working with students, faculty, and/or staff.
- Excellent judgment with the ability to manage highly sensitive and confidential information. Strong skills in the areas of conflict resolution, problem-solving, interviewing and investigating incidents.
- Strong analytical skills and the ability to assess and negotiate complex, highly sensitive situations.
- Experience developing and presenting in-person training, preferably on prohibited discrimination/equal opportunity issues.

- Working knowledge of nondiscrimination laws and compliance regulations, including Title IX, and FERPA, and the due process protections applicable to such processes.

TRAINING, EDUCATION, AND EXPERIENCE REQUIREMENTS:

Any combination of education, training and/or experience equivalent to bachelor's degree in related field; Three (3) years of relevant experience; and demonstrated experience in conducting investigations and coordinating restorative justice systems. Prior completion of Title IX Investigator Training through a nationally recognized organization required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and vehicle insurability to comply with District requirements
Employment eligibility that may include fingerprints, tuberculosis and/or other employment clearance

WORKING CONDITIONS:

Fast-paced, office environment with constant interruptions; interactions with irate individuals; travel to conduct District business; evening, flexible and variable work hours

PHYSICAL AND MENTAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects

Mental acuity to collect and interpret data; evaluate, reason, define problems; establish facts, draw valid conclusions; make valid judgments and decisions