



## JOB INFORMATION

<i>Job Code:</i>	117017
<i>Job Title:</i>	Senior Personnel Investigator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Conducts investigations of employment related complaints or related to employment discrimination and harassment for the University, faculty, students and/or staff. Interprets federal and state requirements and applicable internal policies and procedures as they apply to the University, faculty, students and/or staff employment or academic problems, conflicts and resolutions. Coordinates the dissemination and application of University policies and procedures. Contributes technical expertise in a specialized personnel field. Provides advice and guidance to faculty, students and/or staff, supervisors, managers and senior administrators on institutional or employee work related problems and conflicts.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

### Additional Education

*Check here if experience may substitute for some of the above education.*

X Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in personnel/human resources specialization in an educational institution or large organization.
X		Thorough knowledge of related state and federal laws, regulations and personnel policies and procedures.

## Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Conducts investigations of employment related complaints or on equity and diversity matters for faculty, students and/or staff to meet university and regulatory requirements. Performs analyses and evaluation of findings. Recommends corrective action or resolution to faculty, students and/or staff, supervisors, managers and senior administrators based on findings. Creates comprehensive written reports.				
Documents all counseling and consultation sessions held with faculty, students and/or staff, supervisors, managers and senior administrators. Maintains confidential case files.				
Identifies training needs for faculty, students and/or staff as reflected by problems, issues, situations or complaint trends. Makes recommendations to appropriate parties.				
Gathers and/or researches data and/or information for special projects. Analyzes data and makes recommendations. Determines plan of action for implementation.				
Develops, modifies and maintains automated or manual systems and procedures to support operations.				
Interacts with university community and committees to provide technical assistance or guidance. Makes presentations as needed.				
Assesses existing utilization of investigatory methods, processes and procedures for adequacy and related policies for regulatory compliance. Recommends enhancements or modifications, as required. Maintains current knowledge on existing and pending legislation related to field. Ensures investigatory methods, processes and procedures reflect and comply with the most recent standards and regulations.				
Serves as an expert on employee relations or equity and diversity matters. Provides advice and guidance to faculty, students and/or staff. Communicates standards, guidelines, policies and procedures.				
Provides technical expertise to departmental staff in a specialized area, i.e., information systems. Provides direction and guidance to departmental staff as requested or assigned. May oversee student workers or temporary employees.				
Develops and recommends departmental operating and administrative policies. Disseminates, interprets and applies policies and procedures and may recommend approval of exceptions.				
Advises all parties involved in the university's staff appeal hearings. Coordinates the staff appeal hearings and monitors the process. Acts as liaison to Chair of the staff appeal hearings. Facilitates selection of panel members.				
Serves as university representative for all external complaints and represents university with all agencies against charges of discrimination or harassment.				
Participates in short and long-range departmental operational planning. Assists in developing goals and objectives and action plans for implementation.				
Identifies marketing messages and ensures incorporation in presentations and publications.				
Maintains currency with all applicable laws and regulations dealing with employment issues. Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident.

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.