



USC University of Southern California

Investigator Job Description

JOB INFORMATION

Job Code:	117111
Job Title:	Investigator
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Title IX
Job Family Group:	Human Resources
Management Level:	8 Individual Contributor
Investigator	

JOB SUMMARY

Investigates reported incidents of misconduct by staff and faculty in violation of university policy. Promotes accountability to university practices and policies related to all forms of professional conduct. Serves as a primary point of contact for parties and witnesses and as a source of interpretation and guidance for the university community.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		In
X			Business Administration	Or
X			Psychology	Or
X			Communication	Or
X			Law	Or
X			in related field(s)	
	X	Master's degree		

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 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		Experience conducting interviews and investigations.
X		Knowledge of federal, state and local regulations and laws and ethical policies and practices.
X		Knowledge of complaint procedures compliant with fair process ideals.
X		Demonstrated analytical and/or problem-solving capabilities.
X		Ability to present ideas clearly and effectively, both orally and in writing.
	X	Experience conducting investigations in educational and/or large institutions.
	X	Direct involvement or familiarity in work related to investigative reporting, journalism or law enforcement practices.
	X	Ability to deal objectively and tactfully with sensitive, confidential information.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Conducts investigations and analyzes incidents of misconduct under university policy, ensuring a fair and neutral process for all parties. Prepares investigative plans and timelines. Identifies, interviews and serves as the primary contact for parties and witnesses. Gathers, reviews and evaluates reports, and identifies university policies and/or code of conduct provisions relevant to complaints. Proactively identifies behaviors or incidences in violation of university policy.				
Provides testimony, advice and guidance to conclude complaints and proceedings. Prepares and maintains comprehensive reports based on investigative findings. Determines if university policy has been violated. Tracks completion of investigations, following up as necessary, and provides ongoing updates to management as needed. Maintains compliance with applicable state and federal laws.				
Assists in the development of policies and procedures. Interprets relevant policies, rules, procedures and guidelines, and advises university management, administrators, faculty and staff. Identifies trends in conduct, accountability, and professionalism cases across campus departments and constituents.				
Develops, plans and delivers student, parent and faculty/staff educational programs. Maintains currency of changes in laws, regulations and technology which may impact investigatory process. Establishes and maintains appropriate network of professional contacts. Participates in relevant professional organizations (e.g., attends meetings, seminars, conferences). Maintains continuity of any required or desirable certifications, if applicable.				
Builds and maintains collaborative relationships with team members, peers, and leaders across the HR organization. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

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 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.		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. 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: https://policy.usc.edu/mandated-reporters/

<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: https://dps.usc.edu/alerts/clery/	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.