



**USC** University of  
Southern California

## Senior Investigator Job Description

### JOB INFORMATION

<i>Job Code:</i>	117113
<i>Job Title:</i>	Senior Investigator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Title IX
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	8 Individual Contributor
Senior Investigator	

### JOB SUMMARY

Conducts fair, comprehensive and timely investigations of reported incidents of misconduct by staff, faculty and/or students that potentially violate university policy. Develops well-written, well-analyzed investigation reports and documents the resolution process. Conducts alternative resolutions. Creates and delivers training and education programs to the university community and collaborates with campus partners to inform and develop policies, procedures and guidelines.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
	X	Juris Doctor (JD)	

#### Additional Education

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

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		6 years	
	X	9 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 investigation experience in civil rights in employment and/or education at or for an educational institution, large organization, and/or government agency.
X		Ability to conduct interviews and investigations as an unbiased and neutral party.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of state and federal laws (e.g., Title IX, Title VI, Section 504, the ADA, Title VII, FERPA, FEHA), regulations, and policies and procedures governing discriminatory practices and equal opportunity.
X		Experience developing and presenting educational materials.
X		Excellent writing skills.
X		Excellent time management skills, with the demonstrated ability to effectively manage the pressure of multiple, competing deadlines.
X		Strong interpersonal skills, judgment and independence.
X		Knowledge of applicable nondiscrimination policies and procedures.
X		Demonstrated analytical and problem-solving capabilities.
X		Ability to build trust and rapport easily; strong, compassionate and straightforward.
X		Demonstrable sound judgment and skill in applying equal opportunity principles and prevailing legal standards to solve complex problems fairly and decisively.
X		Ability to collaborate with a diverse group of colleagues and stakeholders to resolve case-related challenges.
X		Ability to present ideas clearly and effectively, both oral and written.
X		Exceptional interpersonal, communication and emotional intelligence skills.
X		Ability to manage and work with conflict and with individuals who may be experiencing high levels of stress.
X		Ability to work independently and efficiently and balance workload.
X		Ability and desire to work actively, collaboratively and creatively as part of a team.
X		Ability to accept and implement constructive feedback.
	X	Demonstrated commitment to fairness and fostering a culture of belonging and engagement.
	X	Direct involvement or familiarity in work related to investigative reporting, journalism or law enforcement practices.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads timely, fair and thorough investigations of incidents of misconduct involving university faculty, staff, patients and/or students. Develops and executes investigation plans, performs analyses and reports findings. Engages with involved parties as required, documenting all interviews and meetings with witnesses. Identifies and applies appropriate university policies and process to resolve complaints. Creates comprehensive reports and maintains case files. Maintains neutrality throughout investigation, ensuring a fair and unbiased process for all parties.				
Develops, plans and delivers student, parent, faculty and/or staff educational programs, resources and training. Assists in the maintenance of publication and website content. Maintains awareness of trends and developments in the field as well as knowledge of current changes within legal, regulatory and technology environments, which may affect investigatory process and operations.				
Serves as a point of contact and information for students, faculty and staff. Provides on-going updates regarding the status of complaints and investigations as required. Supports law enforcement personnel, university public security officers and other stakeholders in appropriately and timely responding to reports of all forms of protected class discrimination and harassment and related retaliation.				
Serves as a subject matter expert and resource for information for students, faculty, patients, and staff. Interprets related policies, rules, procedures and guidelines and advises university management, administrators, faculty and staff. Serves as an expert of a relevant field (e.g., civil rights law). Provides testimony, advice and guidance to internal and external stakeholders as required.				
Participates in the evaluation and ongoing development of relevant policies and procedures for schools and/or departments to improve compliance adherence. Collaborates with campus stakeholders to identify trends and to promote practices in prevention and response. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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: <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.