



**USC** University of  
Southern California

## Senior Investigator-Equity and Diversity Job Description

### JOB INFORMATION

<i>Job Code:</i>	117115
<i>Job Title:</i>	Senior Investigator-Equity and Diversity
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.; May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Equity And Diversity
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Conducts investigations of equity and diversity matters for the university, faculty, staff and/or students. Interprets federal and state requirements and applicable internal policies and procedures as they apply to the university, faculty, staff and/or student employment or academic problems, conflicts and resolutions. Contributes technical expertise in a specialized personnel field. Trains, mentors and leads other investigators, as assigned.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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		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 equity and diversity field in an educational institution or large organization.
X		Thorough knowledge of state and federal laws, regulations and personnel policies and procedures governing discriminatory practices and equal opportunities.
X		Knowledge of complaint procedures.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated analytical and/or problem solving capabilities.
X		Ability to conduct interviews and investigations.
X		Ability to present ideas clearly and effectively, both orally and in writing.
	X	Experience working in higher education.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts investigations of equity and diversity matters for faculty, staff and/or students to meet university and regulatory requirements. Performs independent analyses and evaluation of findings. Assists with recommending to schools and/or departments establishment of internal procedures to improve compliance adherence, as needed. Creates comprehensive written reports.				
Develops an investigation plan for each case. Contacts all involved parties and provides them with information about investigatory process. Interviews the complainant, respondent, and potential witnesses. Acts as a neutral party through all aspects of investigation, and ensures a fair and unbiased process for all parties. Advises complainants and respondents of their rights. Identifies appropriate university policy and process to resolve complaint in a prompt and equitable manner. Provides resource referrals to students who could benefit from additional support during the investigation. Maintains a high level of confidentiality on all proceedings. Conducts follow-up on any evidentiary issues.				
Documents investigative process by gathering and documenting evidentiary material. Maintains accurate and thorough records and notes of investigatory process findings. Analyzes and logically comes to conclusions and investigative outcomes. Creates comprehensive written reports. Maintains confidential case files.				
Serves as an expert on equity and diversity matters. Provides advice and guidance as well as administrative, educational, and intellectual leadership to faculty, staff, and/or students on discriminatory practices and equal opportunity matters.				
Serves as a point of contact for those seeking information or wanting to report misconduct. Assists law enforcement personnel and university public security officers in handling reports and complaints. Conducts prompt, impartial and thorough investigations when a complaint is filed by a student or when notified through other channels; and pursuant to University and federal guidelines.				
Develops, plans and delivers student, parent and faculty/staff educational programs for use as educational interventions for students responsible for violating university standards relating to misconduct based on protected class status. Assists in the maintenance of publication and website content.				
Participates in the evaluation and ongoing development of policies and procedures. Interprets related policies, rules, procedures and guidelines and advises University management, administrators, faculty and staff.				
Collaborates with campus constituents (students/staff/faculty) to identify trends in misconduct, needs in prevention and response, and best practice and policy.				
Trains, mentors and leads other investigators, as assigned.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may impact investigatory process. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				

## 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.