
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5331
Salary Range: 44 (M2)

INTERNAL INVESTIGATOR

JOB SUMMARY

Under general direction, conduct and report on complex and highly sensitive investigations regarding alleged employee, student and contractor misconduct and allegations related to student safety; prepare comprehensive reports of findings, conclusions, and recommendations; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Conduct complex and highly sensitive investigations into student, employee and contractor conduct and performance; interview relevant parties and personnel to collect information in support of investigations. **E**
- Gather evidence and information related to student, employee and contractor issues, complaints, and other related matters; maintain confidentiality of sensitive and privileged information. **E**
- Analyze data and information to identify patterns, discrepancies, or other indicators of student, staff and/or contractor misconduct and related issues. **E**
- Investigate allegations of bullying, harassment and other egregious acts by student-to-student, adult-to-student, student-to-adult and adult-to-adult related to student, employee and/or contractor safety issues and concerns. **E**
- Maintain detailed documentation of investigations and related activities; log and provide status updates on investigations; prepare comprehensive reports of findings, conclusions, and recommendations. **E**
- Monitor changes in applicable laws and regulations related to student, parent, guardian and employee rights, and related matters. **E**
- Participate in and assist with the implementation of student conduct and human resources policies and procedures related to investigations and compliance. **E**
- Communicate with District employees, administrators and outside agencies to coordinate activities, resolve issues and exchange information; may attend and participate in legal proceedings related to assigned investigations. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. **E**
- Attend a variety of meetings, workshops and conferences to maintain current knowledge of laws, codes, rules and regulations related to assigned activities. **E**

- Operate a variety of office equipment, communication devices, technologies and software; drive a vehicle to conduct work. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Internal Investigator classification is responsible for conducting formal inquiries to determine if District policies, local, State and/or federal student conduct and employment laws have been violated. Incumbents in this classification conduct investigations into complaints, allegations, suspicion of misconduct, perceived and/or real harassment, and similar areas within the student, employee, contractor and District relationship.

EMPLOYMENT STANDARDS

Knowledge of:

Practices, methods, and techniques to plan and conduct independent, complex and sensitive investigations.

Investigative interview techniques.

Due process in investigation proceedings.

Title IX, discrimination, retaliation, civil rights and Uniform Complaint laws and guidelines.

Rules and laws related to gathering documentary, physical and testimonial evidence.

Student, parent, guardian, employee and contractor rights throughout investigative proceedings.

Employment laws and required disclosures affecting investigations.

Retaliation, defamation, and privacy issues during investigations.

Techniques to analyze and report investigative facts.

Policies, protocols and procedures for presenting preliminary findings.

Local, State and federal laws applicable to assigned functions.

California Education Code provisions, school district organization, rules, regulations, policies, procedures, organization.

Research methods and report writing techniques.

Effective oral and written communication skills.

Principles of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operations and applications of a variety of office machines, communication devices, technologies and software.

Ability to:

Provide technical information and assistance to others concerning employment laws and student conduct and safety rules, regulations, policies and other student and human resources matters.

Read, interpret, apply, explain and maintain current knowledge of applicable laws, rules, regulations and policies.
Properly gather documentary, physical, and testimonial evidence.
Document and assess witness interviews and statements.
Determine authority access to investigative details.
Prepare comprehensive investigative reports.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Effectively manage, train and evaluate assigned staff.
Conduct research, compile information and data.
Establish and maintain a variety of records and files.
Plan and organize work.
Communicate effectively both orally and in writing.
Operate a variety of office machines, communications devices, technologies and software.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Training

Bachelor's degree in human resources, criminology, legal studies, law enforcement, education, English, social sciences or a related field, including coursework, workshops, seminars or similar training in conducting workplace and/or child welfare investigations.

Experience

Three years of experience conducting workplace and/or child welfare investigations. Experience in a public, K-12 school district is desirable.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Potential for contact with dissatisfied or abusive individuals.
Driving a vehicle to conduct work.
Occasional evening and weekend work hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 05/02/2024