UNIVERSITY OF SOUTHERN CALIFORNIA
Investigator-Conduct, Accountability, and Professionalism
Job Code: 117113

OT Eligible: No
Comp Approval: 11/2/2017

JOB SUMMARY:
This position is responsible for investigating reported incidents of conduct by staff and faculty in violation of university policy; promotes accountability to university practices and policies related to all forms of professional conduct, and serves as a primary point of contact for parties and witnesses.

JOB ACCOUNTABILITIES:

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<tr>
<th>% TIME</th>
<th>*E/M/NA</th>
<th>Activity Description</th>
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<td>Conducts investigations and analyzes incidents of misconduct under university policy. Prepares investigative plan and timeline. Identifies and interviews parties and witnesses. Serves as a primary point of contact for parties and witnesses. Proactively identifies behaviors or incidences in violation of university policy. Gathers, reviews and evaluates reports from various sources. Identifies university policies and/or Code of Conduct provisions relevant to complaints.</td>
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<td>Prepares and maintains comprehensive reports based on investigative findings. Determines if university policy has been violated. Provides ongoing updates as needed to management. Maintains compliance with related state and federal laws on workplace privacy.</td>
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<td>Tracks completion and necessary follow-up. Identifies trends in conduct, accountability, and professionalism cases across campus departments and constituents</td>
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<td>Assists in the development of policies and procedures. Interprets related policies, rules, procedures and guidelines</td>
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<td>Provides training to individuals or groups relevant to policies governing conduct, accountability and professionalism, and other university guidelines as appropriate.</td>
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<td>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. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

Directly related experience in conduct investigations and management in an educational institution or large organization. Thorough knowledge of state and federal laws, regulations and policies, including Title IX and Title VII. Knowledge of complaint procedures compliant with fair process ideals. Demonstrated analytical and/or problem solving capabilities. Ability to conduct interviews and investigations. Ability to present ideas clearly and effectively, both orally and in writing.

**Preferred Education:**

Master's degree

**Preferred Experience:**

10 years

**Preferred Field of Expertise:**

Knowledge of federal, state, local regulations and laws, and ethical policies and practices. Direct involvement or familiarity in work related to investigative reporting, journalism, or law enforcement practices. Ability to deal objectively and tactfully with sensitive, confidential information.

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Planning
- Problem identification and resolution
- Research

**Skills: Machine/Equipment:**

Computer network (department or school)
Supervises: Level:

May lead one or more employees performing similar work.

SIGNATURES:

Employee: ________________________________ Date: ____________________________

Supervisor: ______________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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