

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

INTERNAL INVESTIGATOR

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

The Internal Investigator is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District (CLPCCD). The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District and college policies by making appropriate recommendations for improvements or additions to policies or procedures through his or her reporting authority and/or by serving on college and District-wide management councils.

GENERAL DESCRIPTION

Under direction of the Vice Chancellor of Human Resources, the Internal Investigator independently plans, organizes, and conducts impartial investigations related to complaints of discrimination, harassment, retaliation, Title IX violations, workplace misconduct, and other personnel matters. The position is responsible for conducting sensitive investigations, preparing thorough reports, and recommending findings in alignment with District policies and procedures, applicable laws, and collective bargaining agreements. The Internal Investigator serves as the District's investigative specialist and coordinates work with the Director of Employee and Labor Relations and Title IX Coordinators. This position ensures the consistency, fairness, and legality of investigative outcomes in alignment with the District's mission and values. This position may supervise employees assigned to assist in investigative, recordkeeping, or training-related activities.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Internal Investigator shall:

1. Conduct prompt, thorough, and impartial investigations into complaints of discrimination, harassment, sexual misconduct, retaliation, and other employee-related concerns under District policies and local/state/federal laws (e.g., Title IX, Title 5, FEHA, ADA, Labor Code, Education Code).
2. Interview complainants, respondents, and witnesses; collect and analyze evidence; maintain detailed records of interviews and investigative steps.
3. Prepare clear, concise, and well-documented investigative reports including factual findings and credibility assessments.
4. Collaborate with the Director of Employee and Labor Relations and Title IX Coordinator to ensure alignment in investigative protocols.
5. Maintain strict confidentiality of sensitive matters in accordance with applicable laws and policies.
6. Stay informed on regulatory changes, legal trends, and case law impacting investigations in higher education and public employment.
7. Assist in the development and delivery of training programs related to workplace conduct, investigation procedures, and compliance, in collaboration with HR staff.

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8. Provide data and reports to support institutional planning, compliance, and Board reporting as directed.
9. Ensure procedural fairness while meeting regulatory and institutional deadlines for investigative processes.
10. Coordinate communications with union representatives as appropriate during investigation processes, in alignment with collective bargaining agreements.
11. Supervise and coordinate the work of assigned support staff, interns, or temporary employees who assist in documentation, data tracking, intake support, or training logistics.
12. Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and practices of administrative investigations, including trauma-informed and culturally responsive interviewing techniques.
2. Federal, state, and local employment laws, including Title IX, Title 5, EEO/ADA, Labor Code, and Education Code.
3. Restorative justice principles, conflict resolution models, and alternative dispute resolution strategies.
4. Collective bargaining agreements, grievance processes, and investigatory protocols specific to public or educational settings.
5. Principles of progressive discipline and their relation to investigatory outcomes.
6. Institutional equity frameworks and aligned investigative practices.
7. Documentation, data management, and reporting systems used to track investigative cases.
8. Case management software and digital systems.

Ability to:

1. Conduct thorough, sensitive, and legally defensible investigations independently and objectively.
2. Analyze complex fact patterns, evaluate competing evidence, and develop reasoned findings.
3. Understand and apply applicable collective bargaining provisions and relevant personnel policies.
4. Collaborate with administrative leadership and labor representatives in explaining outcomes that are legally sound and contextually appropriate.
5. Communicate clearly and effectively, both orally and in writing, with individuals from diverse communities and at all organizational levels.
6. Manage multiple investigations concurrently while meeting established timelines and procedural fairness.
7. Maintain composure and impartiality in emotionally charged or high-pressure situations.
8. Exercise discretion, maintain confidentiality, and safeguard investigative integrity.
9. Navigate communications with union representatives in a manner aligned with due process and labor agreements.
10. Provide guidance, oversight, and quality control to assigned staff supporting investigative operations.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students, employees, and the community.

Skill to:

1. Investigative interviewing and evidence-gathering.
2. Analytical thinking and objective decision-making.

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3. Effective facilitation of post-investigation meetings to support resolution and organizational learning.
4. Clear, concise writing of investigative reports.
5. Digital recordkeeping, report tracking, and case documentation.
6. Collaborative communication and conflict de-escalation.
7. Culturally competent engagement and equity-minded problem solving.
8. Presentation and facilitation of trainings and workshops.
9. Use of case management software and reporting platforms.
10. Supervisory coordination and staff workflow management.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

An associate's degree from an accredited college or university in human resources, public administration, law, education, or a related field.

Experience:

Six (6) years of progressively responsible professional experience conducting administrative, labor, or workplace investigations, including work with employee/labor relations, conflict resolution, or complaint resolution processes.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; visual acuity to use a keyboard, operate equipment, and read information; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Internal Investigator shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on: October 21, 2025

Effective: October 22, 2025

Job Family: Classified Administrator/Management