### CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>INVESTIGATOR &amp; COMPLIANCE SPECIALIST (Administrator I)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2167</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<tr>
<td>Employment Type:</td>
<td>MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.</td>
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<td>Bargaining Unit:</td>
<td>M80</td>
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<tr>
<td>Salary:</td>
<td>The salary is competitive, depending upon qualifications and experience of the successful candidate. This administrative position is part of the California State University Management Plan and includes an excellent benefits program.</td>
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<td>Department:</td>
<td>Office of the President</td>
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<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint &amp; Credit Clearance</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>June 22, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by <strong>July 14, 2017</strong>, however, the position will remain open until filled.</td>
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Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**APPLICATION PACKET REQUIREMENTS**

This position requires *(including those on campus)* submission of:

- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Reporting to the Assistant to the President for Equity, Inclusion and Compliance, the Investigator & Compliance Specialist is responsible for conducting investigations pertaining to discrimination, harassment, retaliation, and sexual misconduct, pursuant to California State University Executive Orders 1095, 1096, and 1097, or any superseding executive order, state and federal Title IX laws, and all other applicable CSU, state and federal laws and policies. In addition, the Investigator & Compliance Specialist will also participate in the interactive process with students, faculty, and/or staff in relation to disability and pregnancy accommodations.
DUTIES: Responsibilities include but are not limited to the following:

Investigation
- Conduct intakes and assess appropriate resolution process and procedural protocol to be followed.
- Conduct informal resolution and/or mediation efforts.
- Provide consultation and education to students, faculty, and/or staff on discriminatory practices, equity matters, policies, procedures, and options for resolution of complaint matters.
- Make recommendations to the DHR Administrator and Title IX Coordinator on interim remedies pending investigation outcome and upon conclusion of the investigation.
- Investigate complaints of discrimination, harassment, retaliation, and sexual misconduct filed by students, staff, faculty, or visitors in compliance with federal and state laws, executive orders, and University policies and procedures.
- Conduct interviews of complainants/respondents/witnesses.
- Write detailed reports with appropriate analysis and conclusion.

Compliance
- Receives, analyzes and engages in the interactive process necessary to accommodate employees with disabilities or students with pregnancies, keeping track of accommodations provided from beginning to end.
- Assist the Assistant to the President for Equity, Inclusion, and Compliance to ensure the University’s compliance with Title IX, Clery Act, ADA, and other applicable laws and CSU Executive Orders.
- Provides technical assistance on issues related to DHR, Title IX, Clery, ADA, and other applicable laws and CSU Executive Orders for students, faculty, and staff.

Training and Development
- Assist in the development and implementation of training programs for faculty, staff, and students on DHR, Title IX, Clery, and other related topics.
- Deliver in person and/or online training for the campus community.
- Represent the department at outreach events and on committees, as needed.

Other Duties as Assigned

REQUIRED QUALIFICATIONS:
- Bachelor’s degree required from an accredited college/university.
- Minimum of 2 years of demonstrated experience in student conduct, investigating formal complaints, or grievances, preferably involving discrimination, harassment, and/or sexual misconduct.
- Ability to interpret and act on policies and procedures and the ability to work in a professional manner with the campus community.
- Demonstrated knowledge, training, and experience related to applicable laws such as Title IX, VAWA, Title VII of the Civil Rights of 1964, ADA/Section 504 and other anti-discrimination laws.
- Experience designing and conducting trainings/professional development opportunities related to anti-harassment and non-discrimination, Title IX and VAWA in various formats.
- Must have excellent problem solving, conflict resolution skills, interpersonal communication, and verbal/written skills.
- Experience working with individuals from traditionally underrepresented groups representing a wide range of diverse backgrounds.
- Demonstrated ability to deal appropriately with confidential information and exercise good judgment on sensitive matters.
- Regular and reliable attendance is required.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work occasional evenings, holidays and adjust working hours to appropriately respond to cases in a timely manner.

PREFERRED QUALIFICATIONS:
- M.A. or J.D.
- Knowledge and/or experience working in a unionized environment.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
- Experience conducting investigations of cases involving sexual harassment, sexual assault, intimate partner violence, or stalking.
- Experience working in or with institutions of higher education.
- Experience developing and presenting training on prohibited discrimination/equal opportunity issues/sexual misconduct.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.