

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Internal Investigator	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Office of Quality Assurance	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	048 Supervisors' Nonrepresented
<b>REVISED:</b>	December 12, 2013		

---

**BASIC FUNCTION:** Examine and conduct complex and highly sensitive investigations regarding alleged employee misconduct and allegations related to student safety including violence against children, bullying/harassment and egregious acts.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Conduct complex and sensitive investigations regarding allegations of employee misconduct by certificated and classified personnel and allegations related to student safety including allegations of violence against children, bullying/harassment and egregious acts. **E**

Investigate allegations of bullying and harassment by student-to-student, adult-to-student, student to adult, and adult-to adult. **E**

Investigate any violation of noncompliance with requirements of legislation and/or administrative policies and procedures pertaining to programs administered by the District. **E**

Conduct investigative interviews of witnesses, informants, suspects, custodians of records, and public employees and private persons at all levels. **E**

Gather facts and develop evidence from all sources to establish the extent and nature of the allegation. **E**

Review documents, reports, online databases in connection with investigations. **E**

Conduct surveillance operatives as necessary. **E**

Perform investigative research through subscriber services. **E**

Conduct interviews of complainants and witnesses. **E**

Communicate with district staff to resolve issues and exchange information. **E**

Prepare and maintain detailed records of activities. **E**

Prepare investigation reports and summaries. **E**

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations. **E**

Consult with Office of General Counsel on tactics and results of investigations. **E**

Provide relevant reports to management, including recommended corrections and improvements. **E**

Consult with law enforcement staff, including school police, as necessary. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a bachelor's degree in business, human resources, law enforcement, public administration or related field and four years of professional-level investigative or law enforcement experience as a criminal investigator or conducting personnel investigations that demonstrates professional level knowledge of practices, methods, and techniques to plan and conduct independent, complex, and sensitive investigations.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable provisions of federal, state, and district laws, rules, and regulations.  
Technical aspects of field of specialty.  
Interview and research techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Understand and protect the rights of confidentiality for whistleblowers.  
Plan and conduct independent, complex and sensitive investigations.  
Participate effectively in interviews with all levels of staff.  
Gather and analyze data and prepare summary of findings  
Draw logical conclusions and make recommendations.  
Perceive organizational implications of decisions and recommendations.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with all levels of district staff and the public.  
Operate standard office equipment including a computer and related software applications.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting; traveling in personal vehicle to conduct fieldwork.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised: 12.12.13

Job Code 6812

JB