

SUPERVISING INVESTIGATOR (SSIT)

DEFINITION

Supervises, directs, monitors, and reviews the activities of the Student Safety Investigation Team (SSIT) and administrative support staff in regard to administrative investigations into allegations of sexual and non-sexual misconduct, by District or contracted employees, volunteers, and others that impact student safety.

TYPICAL DUTIES

Supervises investigations regarding allegations of employee misconduct involving students, both sexual and non-sexual, which may involve complex and/or egregious violations of student safety.

Ensures investigators identify relevant facts and collect physical and digital evidence.

Identifies violations of District policies and code of conduct with Students.

Provides supervision and guidance to investigators and other lower-level staff members.

Reviews written correspondences, memoranda, reports of investigations and investigative summaries for possible dissemination to District leadership, law enforcement, prosecutorial agencies, and other relevant entities.

Conducts in-service training for District personnel regarding school-site investigations and awareness.

Participates in administrative case reviews.

Testifies in court or other hearings of investigative findings.

Meets with District personnel regularly to discuss current SSIT investigations.

Provides consultation and investigative support to District personnel regarding alleged employee misconduct.

Communicates with law enforcement, prosecutorial agencies, and other relevant entities as needed.

Travels to schools, facilities, and other locations throughout the District.

May be assigned investigations regarding allegations of employee misconduct.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Investigator (SSIT) plans, organizes, and supervises the investigators assigned to their team.

The Director of Student Safety Investigations plans, organizes, and manages the operations of the Student Safety Investigation Team.

A Senior Investigator (SSIT) acts as a lead of an investigative team and plans and conducts complex and/or high-profile investigations regarding allegations of employee misconduct that impacts student safety.

SUPERVISION

General direction is received from the Director of Student Safety Investigations. Supervision is exercised over assigned Investigators.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative procedures and techniques
- Civil and criminal law, fraud auditing, rules of evidence, and expert witness matters
- Principles of supervision and personnel management
- Board and Personnel Commission rules pertaining to disciplinary actions and grievance procedures
- District organization, programs, policies, regulations, and procedures
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Supervise, direct, and coordinate complex investigations
- Recognize relevant and material information
- Establish investigative priorities and assign investigative personnel
- Effectively analyze and interpret data
- Express sensitive and complex information clearly, in writing and orally
- Effectively interview students of various age groups and cognitive abilities.
- Communicate objectively with individuals of various age groups with diverse interests and racial and ethnic backgrounds
- Supervise the preparation of clear, concise, and conclusive reports
- Work effectively with a wide range of District personnel and the public
- Communicate effectively with individuals and groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Experience:

Four years of experience conducting investigations for a public agency, such as law enforcement or a child protection agency, including two years of providing work direction.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle
- Fluency of a second language such as Spanish, Armenian, and Korean is preferable.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
10-23-25
SH/BM