

INVESTIGATOR (SSIT)

DEFINITION

Conducts and/or participates in administrative investigations into allegations of sexual and non-sexual misconduct by District or contracted employees, volunteers, and others that impact student safety as part of the Student Safety Investigation Team (SSIT).

TYPICAL DUTIES

Examines allegations of employee misconduct involving students, both sexual and non-sexual.
Secures facts and develops evidence from all sources to establish the extent and nature of violations being investigated, to include physical and digital evidence.
Examines a wide variety of records to determine patterns of inappropriate behavior.
Conducts investigative interviews of reporting parties, alleged victims, accused employees, witnesses, custodians of records and other persons as necessary.
Prepares written correspondences, memoranda, reports of investigation, and investigative summaries for possible dissemination to District leadership, law enforcement, prosecutorial agencies, and other relevant entities.
Identifies violations of District policies and Code of Conduct with Students.
Participates in in-service programs for professional growth and other trainings.
Researches database systems and sorts, retrieves, interprets findings to identify information pertinent to investigations.
Communicates with law enforcement, prosecutorial agencies, and other relevant entities as needed.
Participates in administrative case reviews and testifies in court or other hearings of investigative findings.
Travels to schools, facilities, and other locations throughout the District.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Investigator (SSIT) participates in and conducts investigations regarding allegations of employee misconduct that impacts student safety.

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

SUPERVISION

General and technical supervision is received from a Supervising Investigator (SSIT). Work direction may be received from a Senior Investigator (SSIT).

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of child protective investigations
Criminal law, civil law, and rules of evidence
Microsoft Windows operating systems Microsoft Word, Excel, and Outlook

Ability to:

Conduct thorough investigations
Properly collect, document, and maintain chain of custody of evidentiary items
Effectively interview students of various age groups and cognitive abilities.
Communicate objectively with individuals of various age groups and with diverse interests and racial and ethnic backgrounds
Prepare clear and conclusive reports
Maintain confidentiality of evidence gathered
Work effectively with a wide range of District personnel and the public
Manage a heavy workload

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:

Three years of experience conducting investigations for a public agency, such as law enforcement or a child protection agency. Experience conducting investigations with children is preferable.

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 in a second language such as Spanish, Armenian, or 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