**Civil Rights Investigator Standard Job Description**

**Classification Title:** Civil Rights Investigator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Civil Rights Investigator, under direction, is responsible for conducting thorough, unbiased, and prompt investigations of allegations of discrimination or harassment in accordance with University policies, Title IX, the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, and Texas state law. Investigations may involve allegations by or against faculty, staff, or students based on a protected class. The Civil Rights Investigator ensures that the University response to civil rights allegations is timely, thorough, and appropriate.

**Essential Duties and Tasks:**

**70% Hearing Administration and Investigations:**

* Identifies potential violations of University policy and/or state and federal civil rights laws.
* Drafts charge letters and represents the university at hearings.
* Conducts thorough, unbiased, and prompt investigations of allegations of discrimination or harassment in accordance with University policies, Title IX, the American with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, and Texas state law.
* Interviews parties and witnesses using a trauma-informed approach to sensitive topics.
* Collects digital, material, and paper evidence.
* Maintains accurate records of steps taken in the investigation.
* Distills voluminous information into a well-organized, written report that objectively represents all evidence related to the allegations.
* Conducts credibility analyses and draws conclusions.
* Must be able to defend the investigator’s conclusions at university hearings and in a court of law.
* Collaborates with other campus partners, internal and external.
* Allows the law to guide and shape the investigation.
* Maintains confidentiality to the extent allowed by federal regulations, state laws, and university policies.

**10% Content Knowledge and Training Coordination:**

* Maintains and stays up to date on civil rights policies and laws.
* Represents the department at special events, community functions, and university trainings.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Ability to multitask and work cooperatively with others.
* Verbal and written communication skills.

**Machines and Equipment:**

* Computers
* Phone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**