**Deputy Director of Investigations Standard Job Description**

**Classification Title:** Deputy Director of Investigations

**FLSA Exemption Status:** Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Deputy Director of Investigations, under direction, is responsible for ensuring that the System Member conducts prompt, thorough, and impartial investigations 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.

**Essential Duties and Tasks:**

**35% Investigation of Unit Coordination and Supervision**

* Responsible for the oversight and efficient functioning of investigations.
* Assigns investigators based on the complexity of the case and the workload of the investigator team.
* Prioritizes investigation based on the nature of the compliant, risk to health and safety of the university community, and any pending legal deadlines.
* Supervises investigators in developing investigation plans.
* Conducts regular meetings with investigators to clarify policy questions, trouble-shoot roadblocks, and monitor progress on active investigations.
* Ensures that all investigations comply with the procedures, requirements, and time frames outlined in applicable regulations, rules, and standard administrative procedures.
* Reviews and edits all investigation reports, including exhibits, for bias, thoroughness, and compliance with University policy, federal regulations, and state law.
* Ensures that all allegations referred to investigation are addressed and that any conclusions are based on the application of law/policy to fact.
* Balances a heavy workload with time constraints while managing and delegating tasks to other departmental employees.
* Provides regular feedback to all investigators.
* Maintains confidentiality to the extent allowed by federal regulations, state laws and university policies.
* Represents the department at special events, community functions and university trainings.

**20% Legal Proceedings**

* Consults members of the Office of General Counsel (OGC) and the System, Ethics, and Compliance Office (SECO) to make sure all reports are legally sufficient.
* Assists investigators with any requested changes to the investigation report.
* Collaborates with other offices to ensure accuracy in reporting annual crime statistics, as required by the Jeanne Clery Act.
* Collaborates with other campus partners, internal and external.
* Updates case logs.
* Provides timelines addendums, which are included in the Outcome Letter drafted by the hearing office and/or appellate authority.
* Testifies on behalf of the department at civil and criminal court proceedings.
* Presents evidence and conclusions.
* Mitigates risk by documenting the Universities action in response to allegations of discrimination, harassment, or related retaliation.

**15% Civil Rights Investigations**

* Ensures timely investigations and resolutions of all reports of discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking – involving faculty, staff, students or other members of the University/System community.
* Assists investigators in developing the consent construct for cases involving consent.
* Assists investigators with credibility assessments and preparation for testifying at administrative hearings.
* Conducts complex investigations.
* As needed, gather evidence, interview parties and witnesses, and draft investigation reports.

**10% Knowledge and Training**

* Trains new investigators.
* Creates and updates investigator training materials in accordance with frequent changes to relevant laws/policies.
* Maintains knowledge and awareness of emerging topics in civil rights.

**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 an equivalent combination of education and experience.

**Required Experience:**

* Seven 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.

**Additional Information**

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**