

DIRECTOR OF STUDENT SAFETY INVESTIGATIONS

DEFINITION

Plans, develops, and directs the operations of the Student Safety Investigations Unit (SSIU) and oversees staff engaged in complex and sensitive investigations of employee misconduct involving students.

TYPICAL DUTIES

- Directs, plans, and coordinates employee misconduct investigations involving violations of District policies.
- Directs and oversees the establishment and effectiveness of policies, guidelines, requirements, and strategies for employee misconduct investigations.
- Ensures that the investigations are thorough, timely, and conducted with the highest level of integrity and discretion.
- Directs the department in analyzing cases, establishing timelines, gathering and examining evidence, interviewing witnesses or person(s) of interest, and accurately writing the reports.
- Directs and supervises the District's forensic unit.
- Reviews all preliminary and final investigative reports, summaries, and statements to ensure compliance with investigative protocols, standards, and guidelines.
- Ensures the protection, storage, and confidentiality of all documents and information concerning the parties and witnesses involved in investigations consistent with the Family Educational Rights and Privacy Act (FERPA), Freedom of Information Act (FOIA), and Public Records Act (PRA).
- Serves as the District lead in State Audits of Reassigned Employees under investigation for allegations of misconduct.
- Supervises and coordinates the external contracted bench of investigators.
- Coordinates with law enforcement agencies and the Department of Children and Family Services (DCFS) to release information for employee criminal cases.
- Consults and advises District management and local district and school administrators to resolve discrepancies identified in investigations and improve management and operational controls and procedures.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Student Safety Investigations administers, directs, and coordinates the investigative functions pertaining to employee misconduct with students.

The Supervising Investigator plans, directs, organizes and supervises the investigators and investigations assigned to his/her group.

The Deputy Inspector General, Investigations plans, directs, organizes, and manages the functions of the Office of Investigations.

SUPERVISION

General supervision is received from an Associate General Counsel II. Supervision is exercised over a Supervising Investigator, Senior Investigators, Investigators, and other support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative procedures, theory, and techniques
- Child abuse reporting requirements and laws
- Provisions of the Education Code, Government Code, and other State and federal laws, rules, and regulations that govern the activities of the Los Angeles Unified School District
- District organization, programs, policies, regulations, and procedures
- Office organization, methods, and procedures
- Laws, rules, regulations, court decisions, and legal interpretations concerning employee misconduct
- Legal terminology, practices, and procedures for the conduct of administrative hearings
- Rules of evidence and expert witness
- Principles of public relations

Ability to:

- Supervise, direct, and coordinate complex investigations
- Establish investigative priorities and assign investigative personnel
- Effectively analyze and interpret data
- Communicate effectively and express sensitive and complex information clearly, in writing and orally
- Supervise the preparation of clear, concise, and conclusive reports
- Work effectively with a wide range of District personnel and the public
- Develop, understand, interpret laws and execute, rules, regulations, policies, and procedures
- Develop and implement strategic plans
- Maintain confidentiality of evidence gathered

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 evidence of equivalent educational proficiency is met.

Experience:

Five years of experience conducting investigations pertaining to background, fraud, employee misconduct, or abuse in a public agency, including three years of supervisory or management experience.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTE:

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This 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.

Revised
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