

## **UC San Diego**

### **SENIOR INVESTIGATOR**

Hiring Salary Range: \$104,150 - \$129,400/year

Filing Deadline: Fri 11/19/2021

The UC San Diego Office of Ethics & Compliance serves as an independent, objective internal resource responsible for coordinating and monitoring the University's ethics, compliance, and enterprise risk activities. The Office of Ethics & Compliance reports to the Chancellor and provides senior leaders with a cross-functional emerging view of risks, leading to more informed strategic decisions, better allocation of resources and stronger governance practices. Our goal is to help the University fulfill its responsibilities to the people of California, protect the well-being of the institution and advance our educational mission by deterring misconduct and promoting honest, ethical conduct in which applicable laws, rules and regulations are followed and the public trust is maintained.

### **Position Overview**

The Senior Investigator is a member of the central Office of Ethics and Compliance (OEC) team responsible for the coordination of the University's response to reports of suspected improper governmental activities and violations of University policies procedures. Under the general direction of the Director of Investigations, the Senior Investigator supports the Chief Ethics & Compliance Officer/Locally Designated Official (CECO/LDO) in maintaining a reporting mechanism where any member of the University community can report a concern regarding an improper governmental activity as defined under the UC Whistleblower Policy. In collaboration with OEC staff, the Senior Investigator assesses, reviews, and investigates those allegations.

The Senior Investigator conducts complex investigations of suspected and reported violations of laws and policies, including those with significant potential impact. Provides advice and assistance with highly sensitive or difficult investigations as well as complex matters of law and policy relating to investigations and whistleblower matters. The Senior Investigator provides impartial consultation, problem-solving, and referral to available campus resources for whistleblower reporters and whistleblower retaliation complainants. This includes advising complainants, respondents, and witnesses in investigations of their rights, responsibilities, and protections under the relevant policies. This applies to all members of the UC San Diego community and UC San Diego Health looking to file a whistleblower report or a whistleblower retaliation complaint. The Senior Investigator serves as a campus-wide subject-matter expert in investigation practices and whistleblower complaints. Additionally, this position develops, implements, presents, and assesses educational programs on the whistleblower process and investigation best practices.

Position is designated "Confidential" within the meaning of the Higher Education Employer-Employee Relations Act.

Please include a cover letter for a complete application packet.

### **QUALIFICATIONS**

- Bachelor's degree in related area and/or equivalent experience/training. Preferred Juris Doctor from an accredited law school or advanced degree in related area.
- Experience in exercising independent judgment assessing, planning, and conducting workplace investigations. Experience conducting whistleblower investigations is preferred.
- Experience with conflict resolution, mediation and problem-solving techniques, screening, interviewing, and advising. Strong analytical skills, and the ability to assess and negotiate complex, highly sensitive situations. In-depth abilities in collaboration, facilitation, and strategic and creative thinking.
- Experience presenting complex issues in a clear and concise manner, both in writing and verbally for presentation or review by senior leadership. Experience conveying facts, analyses, conclusions, and recommendations in a logical, concise written work product. Strong experience writing investigative reports.
- Strong interpersonal skills and experience collaborating effectively with diverse groups. Experience coalescing viewpoints and facilitating outcomes in group settings. Experience independently communicating with investigation complainants, subjects/respondents, and witnesses, as well as campus personnel at all levels on potentially sensitive matters. Work as part of a university-wide community to resolve complaints and issues and be empathetic toward others.
- Experience in researching and interpreting data. Experience using case management databases and generating reports from data sets. Strong analytical and problem-solving skills.
- Demonstrated competency and commitment to equity, diversity and inclusion. Knowledge and understanding of the historical and social context of diversity, equity, and inclusion, and of the complexities of the intersections of various communities and ability to translate that knowledge into practical applications, processes, policies, responses, and programs.
- Experience reading and interpreting complex legal documents such as court cases, laws and guidelines to evaluate their impact on University policy and procedures.
- Is able to apply appropriate policies and practices in the completion of ethics and compliance assignments. Skills in critical decision-making.

### **SPECIAL CONDITIONS**

- Background check required.
- Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requiring to Report Child Abuse prior to commencing employment.
- This position has been identified as a Campus Security Authority pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and requires immediate reporting of Clery Act crimes occurring on Clery Act geography to the UC San Diego Police Department (UCPD). It is the responsibility of the CSA to ensure they obtain proper training in order to fulfill their reporting responsibilities as required by the Clery Act and University policy, and to complete and submit the required reports to the UCPD without delay.

**Job offer is contingent on successful engagement in the UC COVID-19 Vaccination program (fully vaccinated with documented proof or approved exception/deferral).**

**Apply Online:**

<http://50.73.55.13/counter.php?id=212562>

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation. For the complete University of California nondiscrimination and affirmative action policy see: <http://www-hr.ucsd.edu/saa/nondiscr.html>

UC San Diego is a smoke and tobacco free environment. Please visit [smokefree.ucsd.edu](http://smokefree.ucsd.edu) for more information.