

## **INVESTIGATION and RESOLUTION SPECIALIST**

Requisition: 131517 The Position will be posted until filled; to ensure priority consideration, please apply by April 25, 2016

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoy outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

**The University of Washington has an exciting, dynamic opportunity for an experienced employment attorney to join the University Complaint Investigation and Resolution Office ("UCIRO"), a program within the Compliance and Risk Services Department, as an Investigation and Resolution Specialist.**

UCIRO investigates complaints of violations of the University's non-discrimination policies, including allegations of discrimination, harassment, and retaliation. UCIRO also investigates and responds to most charges of discrimination filed by individuals with external agencies, such as the Equal Employment Opportunity Commission (EEOC), the Washington State Human Rights Commission (WSHRC), and the Office for Civil Rights (OCR).

The Investigation and Resolution Specialist, under the general direction of the Executive Director for Compliance Services or her delegate, investigates and facilitates the resolution of alleged violations of the University's non-discrimination policies and corresponding federal and state laws according to program practices, procedures, and regulations. In conducting UCIRO investigations, the Investigation and Resolution Specialist acts as a neutral, objective fact-finder under the procedures outlined in the University of Washington's Administrative Policy Statements, Section 46.3.

The Investigation and Resolution Specialist is a critical part of the compliance function at the University and its Medical Centers. The Investigation and Resolution Specialist analyzes pertinent complaint and resolution information in a meaningful, constructive way and utilizes that information as appropriate with those who have a business need to know to assess compliance and avoid, reduce, and mitigate risk.

### **Duties and Responsibilities:**

- Investigates, evaluates and advises on potential exposure of risk associated with complaints which assert violations of University of Washington policies, including non-discrimination policies, sexual misconduct policies, and related procedures, and, if accepted, complaints of policy violations for which there are no other established administrative processes available. Prepares summary outlines, and in some cases detailed reports, and orally communicates investigative factual determinations and analysis to complainants, subjects, departments and others with a business reason to know.
- Investigates, evaluates and advises on potential exposure of risk associated with externally filed complaints and charges against the University of Washington, including complaints of discrimination (e.g. Title VII, ADEA, ADA, Title IX, etc.), retaliation, and harassment. Conducts investigations in accordance with state and federal laws, regulations and applicable case law. Provides agencies with detailed written responses and information that complies substantively and procedurally with agency standards. Monitors agency action until file closing and assists with implementation of compliance agreements.
- Participates in external agency fact-finding and mediation conferences as necessary. Prepares witnesses for interviews with administrative agencies conducting on-site investigations.
- Communicates and collaborates with University departments, Human Resources representatives and Assistant Attorneys General and administrative personnel as appropriate in handling complaints and issues related thereto.
- Partners with departments, Human Resources representatives and Assistant Attorneys General regarding early dispute intervention and resolution.
- Leads cross-departmental resolution teams in devising, refining and implementing appropriate and creative approaches to dispute resolution, unit training, discipline and related management efforts.
- Assists in developing University responses to requests for information from federal and state agencies.
- Negotiates settlements within delegated authority; obtains authority in excess of delegation, as appropriate and when necessary.
- Executes settlement agreements.
- Other duties as assigned.

**REQUIREMENTS:**

- Juris Doctorate degree AND four years of experience in employment law and investigations
- Deep working knowledge of federal and state employment laws and regulations related to compliance with nondiscrimination laws, including but not limited to WLAD, Title VII, Title IX, and the Americans with Disabilities Act
- Exceptional interpersonal and communication skills, including: the ability to both be impartial and project impartiality; and to establish rapport with a diverse range of community members
- Excellent critical thinking skills and the ability to analyze information, evaluate results, and facilitate resolution of difficult challenges
- Ability to manage issues of complex and extreme sensitivity with a high level of professionalism
- Demonstrated ability to organize and plan one's work to meet critical deadlines
- Demonstrated ability to prepare complex written reports and provide reliable testimony explaining the investigation's process, findings, conclusions and rationales
- Ability to work effectively both independently and as a member of a team
- Basic word processing skills

*Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

**DESIRED:**

- Professional experience in conducting civil rights investigations in a public higher education environment
- Experience conducting investigations of alleged sexual misconduct
- Experience representing employers to enforcement agencies, such as the EEOC or the Washington State Human Rights Commission
- Strong skills in the areas of conflict resolution, problem-solving techniques, and interviewing best practices (including trauma-based informed techniques for sexual misconduct matters and other related issues)
- Ability to effectively and efficiently use computer systems and databases, including Windows-based software
- Proven team player with a sense of humor

**Condition of Employment:**

***Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.***

As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website, [www.uw.edu/jobs](http://www.uw.edu/jobs)

**Application Process:**

The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Criminal Conviction History, **Cover Letter** and/or others. Any assessments that you need to complete will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment, you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. **Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.**