

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CIVIL RIGHTS INVESTIGATOR

Reports To: EORR

UW Job Code: 4277

UW Job Family: 32 – Administrative Support Services

SOC Code: 13-1041

FLSA: Exempt

Pay Grade: 22

Date: 11-1-21

JOB PURPOSE:

Responsible for investigating, documenting, and assessing reports of sexual misconduct, civil rights discrimination, and workplace violence. Assist with and provide related training. Respond to questions about policy and procedures, perform, and code intake. Assist with complex projects and exercise independent discretion and judgment in the application of management and human relations skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform intake assessments and other duties as assigned related to intake services, correctly identifying the appropriate category for each intake, complaint, referral, incident, or request for information. Process complaints of discrimination consistent with anti-discrimination laws and University regulations.
- Investigate allegations related to sexual misconduct and/or biased motivated incidents from report to findings, create investigative plan, conduct and document witness interviews, make credibility assessments, prepare and present memoranda of findings and appropriate supporting documents, and communicate with the parties while protecting the neutrality, integrity, and privacy of the investigation.
- Provide ongoing updates regarding the status of complaints and investigations to the involved parties and appropriate University employees assisting with the University's response to conduct related to equal opportunity.
- Assist with project management, conduct related research, and provide information and analysis on specific issues. Perform reviews of intakes that may require investigation.
- May provide sexual harassment, civil rights, and other related training and workshops. Assist with the development of campus-wide diversity initiatives.

- Make referrals to appropriate internal and external resources regarding issues outside the purview or jurisdiction of the department. Use formal and informal methods to obtain and provide feedback on awareness and acceptance of diversity across divisional and departmental lines.
- May review employment packages to facilitate consistency with the University's established hiring process.
- May review and edit, as necessary, information prior to posting on the ReportIt web page site.
- Maintain office supplies, meeting notices, coordinate meeting schedules, and make travel arrangements.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Perform records file management including setting up new files, pulling/refilling records, and appropriate purging, according to established standards. Discuss records or any elements of concern regarding these records with a supervisor.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Attend and participate in training and other personal professional development activity.

COMPETENCIES:

- Analysis/Problem Identification
- Collaboration
- Influence
- Integrity
- Formal Presentation Skills
- Judgment
- Sensitivity

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **At least 2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **ATIXA Investigator Certification (ability to obtain within six months)**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to investigate, analyze information, and draw conclusions based on University policies and procedures.
- Ability to interpret, analyze, and advise on the application of Equal Employment Opportunity and Affirmative Action policies and regulations in employment and academic settings.
- Strong interpersonal and communication skills, both orally and in writing, and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrated commitment to diversity, social justice, and civil rights work.

- Demonstrated skill in interview and investigation techniques, including ability to actively listen
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information.
- Knowledge of legal documentation procedures and requirements.
- Knowledge of federal, state, and University compliance laws, guidelines, and procedures.
- Ability to operate calmly and effectively under stressful conditions.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Conflict resolution and/or mediation skills.
- Ability to handle multiple tasks with time-sensitive deadlines with minimal supervision.
- Demonstrated ability to maintain confidentiality.
- Skill in the use of personal computers and related software applications.
- Ability to foster a cooperative work environment.
- Ability to work both independently and in a team environment.
- Ability to lead and train staff and/or students.
- Ability to develop and present educational programs and/or workshops.

WORKING CONDITIONS:

Standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.