

Investigative Analyst
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246347>

Downloaded On: Dec. 11, 2024 2:03pm

Posted Oct. 3, 2024, set to expire Jul. 1, 2025

Job Title	Investigative Analyst
Department	People, Culture, & Tech Services
Institution	San Diego Community College District San Diego, California
Date Posted	Oct. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Investigative Analyst

San Diego Community College District

Closing Date:

Position Number: 00120583

Location: District

Position Type:



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Classified

The Position:

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Investigative Analyst

Working Title: Investigative Analyst

Location: District

Pay Information

Range 31(\$7,324.56-\$12,686.97) per month based on the 2024 ACE - Association of Confidential Employees Salary Schedule

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement in accordance with current practice and policies, Promoted or transferred employees will be placed as specified in the ACE - Association of Confidential Employees Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 months

Position Number: 00120583

FLSA Status: Exempt (does not accrue overtime)

Position Type: Classified

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Bargaining Unit: Confidential

Range: 31

Department: People, Culture, & Tech Services

The Position

Applications are currently being accepted for a Investigative Analyst in the People, Culture, & Tech Services Department, located at the District Office. Hours are Monday - Friday, 8:00am - 5:00pm. Selected candidate must be willing to adjust work days/hours based on the department's needs

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

Desired Qualifications

- Any combination of training and experience equivalent to: Bachelor's degree from an accredited college or university in labor or industrial relations, business or public administration, law, or other related field and five years of increasingly responsible human resources or labor relations experience.
- Thorough knowledge of federal and state labor laws.
- Experience interacting with union stewards or representatives.
- Experience interpreting Collective Bargaining Agreements.
- Experience in administering discipline and due process including drafting counseling and/or discipline memos.
- Experience in conducting or assisting with workplace investigations.
- Excellent written and oral communication skills.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to

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and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Curriculum Vitae or Resume; AND,
3. Three (3) Professional References listed within the application.
4. License/Certificates/Credentials (Optional).
5. Unofficial Transcripts (Optional).
6. Foreign Degree Evaluation (If applicable).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments)

Screening Orientation: September 26, 2024

Tally: October 15, 2024

Interviews: October 28-29, 2024

Conditions of Employment: SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be

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- renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01700

Major Responsibilities:

Qualifications:

Desired Qualifications:

- Any combination of training and experience equivalent to: Bachelor's degree from an accredited college or university in labor or industrial relations, business or public administration, law, or other related field and five years of increasingly responsible human resources or labor relations experience.
- Thorough knowledge of federal and state labor laws.
- Experience interacting with union stewards or representatives.

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- Experience interpreting Collective Bargaining Agreements.
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- Experience in conducting or assisting with workplace investigations.
- Excellent written and oral communication skills.

Licenses:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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San Diego Community College District

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