



Los Angeles Unified School District - Job Opportunity

Job Posting Title Child Abuse-Sexual Assault Investigator

Reference code JP18-206-XA2

Minimum Salary \$ 35.99 Hourly

Maximum Salary \$ 44.84 Hourly

Application Open Date 07/31/2018

Application Close 08/31/2018

Information about LAUSD

The official title of this job classification is Investigator. This recruitment is intended to fill vacancies within the District's Student Safety Investigation Team (SSIT).

Please submit a thorough and detailed application and/or attach a resume clearly explaining your qualifications for this position.

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future.

Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. With over 1,000 job titles to choose from, build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career!

Department or School Site

The Student Safety Investigation Team performs administrative investigations, which involves matters of alleged misconduct by employees that impact student safety. The Investigative Assistant

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position works out of our headquarters building in Downtown Los Angeles, however, the incumbent must be willing and able to travel to various District sites to conduct investigations.

Project

Investigators for the Student Safety Investigation Team will specifically participate in and conduct complex and highly sensitive investigations regarding alleged employee misconduct, including violence against children and other egregious misconduct.

Benefits

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: 12 days.

Job Duties/Responsibilities

Typical duties may include:

- Assisting in the preparation of statements of fact developed in the course of the investigation for possible referral to the U.S. Attorney, District Attorney, City Attorney, or other prosecutorial authorities.
- Conducting investigative interviews of witnesses, informants, suspects, custodians of records, and public and private persons at all levels.
- Examining a wide variety of records, procedures, and systems of internal control to detect fraudulent activities or improprieties.
- Preparing written correspondences, memoranda, reports of investigation, and investigative summaries.
- Securing facts and developing evidence from all sources to establish the extent and nature of violations being investigated.

To view the complete class description, please visit www.lausdjobs.org.

Minimum Requirements

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 equivalent is met. A Certified Fraud Examiners certificate or at least three years of law enforcement experience conducting investigations is preferable.

Experience:

Three years of law enforcement experience conducting investigations or three years of experience conducting internal investigations of alleged

fraud, waste, and abuse in a public agency.

Note: the term “abuse” can include allegations of abuse/misconduct related to children/students.

Special:

A valid California Driver License

Use of an automobile

Candidates will be required to present OFFICIAL high school/college transcripts or ORIGINAL high school/college degrees at the time of the Technical Interview. Candidates who have completed college or university coursework at an institution in a country other than the United States MUST obtain an official, sealed, complete evaluation of foreign transcripts and degrees at their own cost. Please be sure to request a DETAILED report.

Please visit <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf> for a list of approved organizations.

Desirable Qualifications

The ideal candidate for the position of Child Abuse-Sexual Assault Investigator is experienced in investigating complex and sensitive cases regarding allegations of child abuse and sexual assault. This individual is familiar with conducting investigative interviews of witnesses, informants, suspects, custodians of records, and public and private persons of all levels from other agencies, as well as law enforcement officials and prosecutorial agencies. S/he is able to analyze and interpret an assortment of data and utilize the information to prepare clear and conclusive reports of his/her findings. Ideally, this candidate has experience performing investigative work in a school district or an organization that directly supports a school district. S/he has knowledge of child protective investigation techniques, what constitutes child abuse, criminal law, and civil law. Furthermore, this candidate is skilled in the use of Microsoft Word and Excel, and is familiar with a variety of social media platforms.

The incumbent of this role is an effective communicator, both orally and in writing. It is ideal that the incumbent has mastery of a second language for use during investigative interviews. Due to the sensitive nature of the cases investigated, the incumbent is vigilant in maintaining the confidentiality of information and evidence gathered. S/he must have strong interpersonal skills and interacts well with children of all ages, being mindful of the age and developmental level of students being interviewed.

Employment Selection Process

The selection process for this position will tentatively consist of the

following: a Training and Experience (T&E) Evaluation, Writing Project, and an Interview.

We anticipate receiving a number of well qualified applicants for this position; therefore there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. For up-to-date information about test dates, view our testing schedule by visiting our website at <http://www.lausdjobs.org> - My LAUSD Career/Hiring Process/Pre-Employment Testing Process. As testing dates may change, we encourage you to visit this site periodically to confirm testing schedules.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <http://www.lausdjobs.org> .

Application Process

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Call 213-241-3455 Weekdays 8:00 am – 4:30 pm or email us at helpmeapply@lausd.net.

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org> .

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. The eligibility list for this recruitment will last for six (6) months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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