



Los Angeles Unified School District - Job Opportunity

Job Posting Title Student Safety Investigative Assistant

Reference code JP17-227-XA2

Minimum Salary \$ 31.86 Hourly

Maximum Salary \$ 39.66 Hourly

Application Open Date 07/31/2018

Application Close 08/22/2018

Information about LAUSD

The official title of this job classification is Investigative Assistant. 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 assist in investigations.

Project

This position will provide technical support to investigators in The Student Safety Investigation Team in the planning and conducting of 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:

- Accompanying investigators in the conduct of on-site reviews to obtain documents and serving as a witness during interviews.

- Performing data researches through database systems and sorting, retrieving, and interpreting data to identify information pertinent to the investigation.

- Responsible for the recording, storage, and appropriate disposition of physical evidence taken by investigators.

- Developing material in detailed format to ensure that evidence is fully supportable.

- Evaluating and extracting pertinent investigative data from a wide variety of documents, records and reports.

- Maintaining work controls and tracking system for investigations and correspondence.

- Providing technical support to the investigators in the planning and conducting of complex and sensitive investigations regarding possible fraudulent activities.

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.

Experience:

Two years of experience assisting professional staff by performing routine technical or investigative research associated with investigations of policy violations, alleged fraud, waste, abuse or criminal activity in a public agency.

Special:

The ability to speak both English and Spanish may be required for some positions.

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 Investigative Assistant in the Student Safety Investigation Team is experienced in assisting investigators on child abuse and sexual assault cases. This individual is able to analyze and interpret data and utilize the information to prepare clear and concise reports. S/he is familiar in the use of LexisNexis, Time Matters, social media platforms, open source software, and is capable of learning the District's applications (i.e. MiSiS, SAP). This individual is strong in researching databases for information and identifying information sources.

The incumbent of this role is an effective communicator, both orally and in writing. S/he also possesses great presentation skills, as s/he will participate in child abuse awareness training. Due to the sensitive nature of the cases investigated, it is critical that the incumbent is vigilant in maintaining confidentiality of information and evidence gathered. Lastly, s/he will be supporting multiple investigators with heavy workloads, and so it is critical that s/he is flexible and can effectively assist investigators as new situations arise in his/her assigned cases.

Employment Selection Process

The selection process for this position will tentatively consist of the following: Computerized Skills Assessment, 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. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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