

Complex Case Mgmt Specialist

59264BR

Campus: Tempe

Complex Case Mgmt Specialist

Job Description

The Complex Case Management Specialist manages a varied caseload of complex investigations involving alleged violations of University policy and/or law regarding harassment, discrimination, retaliation, related misconduct, and other serious misconduct warranting the involvement of specialized investigative staff. The Complex Case Management Specialist interacts regularly with University executives, deans, administrators, faculty, managers, supervisors, staff, and students to complete investigations. The Complex Case Management Specialist drafts professional, well-analyzed, detailed investigation reports.

Scope of Search Open

Grant Funded Position This is not a grant funded position and is not contingent on future grant funding.

Salary Range \$90,000-\$100,000 per year; DOE

Close Date 02-March-2020

Category 03

Essential Duties

Conducts thorough, prompt, and equitable administrative investigations involving sensitive and complex issues.

Conducts in-depth legal research regarding the elements necessary to prove certain allegations, including consulting relevant policies, laws, regulations, and administrative guidance. Develops investigation plans to identify allegations and issues, applicable policies and laws, relevant evidence, and scope of investigations.

Performs core investigative tasks, including interviewing witnesses, gathering relevant records, evaluating and analyzing evidence, conducting credibility assessments, making factual findings, and drafting comprehensive reports that summarize the investigation.

Understands due process principles.

Uses critical thinking skills to spot relevant issues; identifies, analyzes, and weighs relevant evidence; and draws sound conclusions in complex matters.

Uses exceptional legal writing skills to draft concise, well-analyzed investigation reports.

Ensures timely, appropriate communication with all parties and stakeholders regarding investigations.

Maintains accurate, comprehensive investigation records; tracks investigation progress. Works as a team member to help colleagues complete investigations. Develops and maintains effective, collaborative working relationships within the department and across the University.

Liaises with Title IX coordinator regarding cases. Ensures investigations are timely completed.

Minimum Qualifications

Juris Doctorate degree from an ABA accredited law school. Minimum 3 to 5 years recent experience as an active practicing attorney. Experience taking challenging witness depositions, or experience cross-examining difficult witnesses in administrative hearings or administrative

proceedings. Represented employer or clients in complex administrative hearings or administrative proceedings where the need to identify relevant, admissible evidence among voluminous facts was required. Regularly drafted significant legal memorandums or motions for summary judgment. Proven exceptional legal writing and analytical skills a must.

Desired Qualifications

- Demonstrated working knowledge of Title VII, Title IX, the ADAAA, and ADEA, as well as applicable federal regulations.
- Demonstrated knowledge with Arizona employment laws.
- Experience in representing employer or clients in administrative hearings or other administrative proceedings involving complex employment-related matters.
- Demonstrated knowledge of standards and practices related to personnel selection, as well as supervisory/management principles, practices, and procedures.
- Demonstrated knowledge of the differences and legal implications of being a classified, at-will, contract, and tenured employee.
- Experience with critical thinking and analytical skills, including a demonstrated ability to spot relevant issues, analyze facts, evaluate and weigh evidence, and draw sound conclusions in complex matters.
- Experience in meeting deadlines and managing multiple, competing priorities.

Working Environment

Activities primarily are performed in an environmentally controlled office or conference room setting with occasional time spent traveling between campus locations. Can be subject to extended periods of sitting, keyboarding, and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Some bending, reaching, lifting, pushing, and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include deescalating tense situations or resolving conflicts. Ability to clearly communicate verbally, read, write, see, and hear to perform essential functions.

Department Statement

The University Rights & Responsibilities (URR) main office is located in Tempe, Arizona, but URR investigates matters at all ASU locations. URR reports to the Office of General Counsel. For information about the Office of General Counsel, please visit <http://www.asu.edu/counsel>.

ASU offers competitive benefits to its eligible employees, including vacation time, paid holidays, sick leave, self and dependent reduced tuition, medical/dental insurance programs, retirement plans, group life insurance, long-term disability insurance, and more. To find out more about ASU benefits, please visit <http://www.asu.edu/hr/benefits/index.html>.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in

metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/relocation-services>.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. Apply at https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25620&siteid=5494&jobid=3994742#jobDetails=3994742_5494