

### Class Concept

This class involves supervisory and managerial work in a program which conducts investigations of charges of employment discrimination covered by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Position serves as the deputy director/compliance manager and is responsible for supervising Civil Rights Investigators and support staff; facilitating training of new investigators, directing staff development, and serving as the administrator for the Equal Employment Opportunity Commission (EEOC) Integrated Mission Computer System. Position organizes and directs work and staff; and assists management with changes in methods, procedures, workflow, position assignments, planning work operations on a short and long-term basis, and setting work priorities by participating in the establishment and evaluation of goals and standards.

Work involves reviewing, evaluating, editing and approving technical corrections to cases to assure compliance within guidelines; monitoring overall case production, case management and closures; providing technical guidance to assigned staff, approving all recommended enforcement and remedial actions; drafting settlement and conciliation agreements; certifying that charges meet all jurisdictional, timeliness, and deferral requirements; fashioning remedies or settlements designed to eliminate unlawful employment practices and securing appropriate individual relief for charging parties; and preparing recommendations for enforcement actions. The position also carries a limited active caseload of the most complex cases.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and their implementing regulations, rules, guidelines and procedures applicable to employment discrimination issues.
- Thorough knowledge of the theories of discrimination; the principles/methods of collecting evidence; and other standards of proof for unlawful discrimination.
- Working knowledge of rules, policies and procedures governing employment in North Carolina State Government.
- Working knowledge of administrative and legal sanctions for unlawful discrimination.
- Skills in identifying and defining cause and affect relationships which result in unlawful discrimination.
- Skills in negotiating and mediating disputes.
- Skills in analyzing and interpreting statistical data related to personnel and employment.
- Ability to plan, assign, coordinate, review, evaluate, approve and supervise all work product for the investigators and support staff.
- Ability to exercise judgement and discretion in establishing, applying and interpreting policies and procedures.
- Ability to make independent decisions by interpreting laws, rules and/or regulations which impact the employment discrimination cases.
- Ability to work effectively with government officials, respondents and charging parties to identify employment discrimination issues/concerns.

#### Minimum Education and Experience

Bachelor's degree and four (4) years of experience in human resource administration, employee relations, labor relations, civil rights enforcement or related field which provides an understanding of employment programs, laws and issues and two years of direct supervisory experience in Title VII casework and enforcement activities; or an equivalent combination of training and experience.