

Class Concept

This class involves investigational work in the enforcement of Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Position conducts investigations of charges of employment discrimination covered by applicable statutes filed by applicants for state employment, covered state employees and former state employees. Position conducts pre-investigative activities, investigative planning, technical report writing, settlement activities, post-investigative activities and other ongoing duties and responsibilities associated with management of an investigative caseload. The position may serve as a lead investigator to ensure compliance with technical, procedural, jurisdictional, deferral and unit requirements.

Work involves organizing and preparing charge files, developing all sources of evidence, inspecting Respondent facilities, reviewing, examining and auditing respondent's human resources policies and practices, interpreting compliance with State and Federal nondiscrimination statutes, drafting authoritative reports, conclusions of law, and determinations on the merits of the allegation(s) to include relief and recommendations for the final disposition of assigned cases.

Work is performed under the supervision of a manager who assigns the cases and provides technical direction. The position is expected to exercise considerable independent judgement in determining the scope of investigations and the body of evidence required to make a determination, evaluating finds of fact and determining the extent of potential unlawful employment discrimination.

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.
- Considerable knowledge of rules governing employment and legal sanctions for unlawful discrimination.
- Considerable knowledge and understanding of the methods of collecting evidence and of the standards of proof used in employment discrimination cases.
- Working knowledge of employment practices in the public sector.
- Skills in negotiating remedies in cases for which there are no specific precedents.
- Skills in analyzing and interpreting statistical data related to personnel and employment.
- Skills in identifying and defining cause and affect relationships which result in unlawful discrimination.
- Ability to establish work priorities within guidelines, independently schedule, coordinate, evaluate and complete work assignments timely.
- Ability to exercise judgement and discretion in establishing, applying and interpreting policies and procedures relative to each investigation.
- Ability to make decisions by interpreting laws, rules and/or regulations which impact the employment discrimination cases.
- Ability to work effectively with government officials, human resources, attorneys, respondents, charging parties, EEOC staff, managers and supervisors.

Minimum Education and Experience

Bachelor's degree and two (2) 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; or an equivalent combination of training and experience.