

SUPERVISING EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATOR

DEFINITION

Supervises, plans, and schedules the investigation and reporting of employment discrimination and harassment complaints filed with the District and State and federal governmental agencies.

TYPICAL DUTIES

- Supervises, plans, and schedules the work in a unit responsible for investigating, monitoring, and resolving employment discrimination and harassment complaints.
- Develops and recommends policies, procedures, and regulations related to the District's programs to provide equal opportunity in all phases of the District's operations.
- Supervises the enforcement of federal and State anti-discrimination and harassment laws by investigating and responding to complaints of discrimination and harassment filed with external enforcement agencies by District applicants and employees.
- Supervises the enforcement of the District's anti-discrimination and harassment policies by investigating, monitoring, and resolving complaints filed internally by District applicants and employees.
- Confers with administrators to determine the appropriateness of an internal investigation.
- Explains and interprets District policies, federal and State laws, practices, and procedures in response to written or oral inquiries relative to employment discrimination and harassment complaints.
- Coordinates the development of reports to the Office of the General Counsel, the Board of Education, the Personnel Commission, and other District personnel.
- Coordinates conciliation meetings with other governmental officials regarding employment discrimination and harassment complaints.
- Conducts settlement discussions and attends settlement conferences with the concerned parties.
- Provides information to District personnel, community groups, other governmental agencies, and the public concerning specific policies and procedures applicable to the District's equal opportunity programs.
- Supervises the preparation of documents for District staff counsel and contract law firms for litigation or conciliation meetings.
- Corresponds with governmental agencies, District administrators, and others about legal requirements in response to written or oral employment discrimination and harassment complaints.
- Assists in the preparation of bulletins and manuals relative to the implementation of the District's employee discrimination complaint and harassment procedures.
- Assists in training other District staff members in conducting equal employment opportunity investigations.
- Supervises the preparation of statistical reports and research analyses relative to the District's labor force for employment and designs and updates the District equal opportunity personnel database as necessary.
- Compiles and maintains data regarding complaints filed with Equal Opportunity Section, the Department of Fair Employment & Housing, and Equal Employment Opportunity Commission.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Equal Employment Opportunity Investigator supervises and participates in the investigating and reporting of employment discrimination and harassment complaints filed with the District and State and federal governmental agencies.

An Associate General Counsel II provides supervision to a team of lawyers, paralegals, and support staff in a specific areas of legal interest.

An Equal Employment Opportunity Investigator investigates charges of discrimination in employment filed with the District and with other governmental agencies.

SUPERVISION

General supervision is received from an Associate General Counsel II. General supervision is exercised over Equal Employment Opportunity Investigators and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of equal employment opportunity investigative techniques and procedures
- Basic employment problems encountered by minorities, women, and other protected groups
- Federal and State laws, regulations, and guidelines pertinent to equal employment opportunity
- Principles of public personnel administration
- Merit system concepts and practices
- Concepts of progressive discipline
- Basic research methods
- Computer applications such as word processing, spreadsheet, database, and email computer software programs

Ability to:

- Plan, develop, and coordinate projects
- Supervise and train technical staff
- Prepare clear and concise written and oral reports
- Communicate and work effectively with individuals and groups of diverse interests and social, ethnic, and racial backgrounds
- Maintain effective relations with employees, students, and the public
- Utilize various computer applications such as word processing, spreadsheet, database, and email computer software programs

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with courses in business administration, public administration, basic statistics, database management, employment law, and research methods.

Experience:

Four years of experience at a professional level that included responsibility for conducting equal employment opportunity investigations in areas such as sexual harassment, discrimination towards protected categories (i.e. race, gender, age, disability, national origin, and sexual orientation), retaliation, and reasonable accommodation. Experience in a supervisory capacity is preferable.

Special:

A valid California Driver License.

Use of an automobile.

Fluency in a language in addition to English, preferably Spanish, is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK