

EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATOR

DEFINITION

Counsels District employees in matters of discrimination in employment and investigates employee charges of discriminatory employment practices filed with the District and with other government agencies.

TYPICAL DUTIES

Performs the following duties relative to investigating allegations of discriminatory employment practices as defined by federal and State law:

- Counsels employees on procedural requirements for internal handling of charges of discriminatory employment practices
- Determines the need for internal investigation by evaluating employee allegations of discriminatory employment practices in conjunction with District equal employment policy and applicable laws
- Advises employees alleging discriminatory employment practices of other government agencies' filing requirements
- Formulates a case investigation plan by identifying discrimination issues, applicable case law, nature and scope of evidence, and investigative techniques
- Conducts on-site investigations and witness interviews, obtains affidavits, and examines appropriate records, files, and other sources of data
- Analyzes evidence and prepares reports of findings and recommends appropriate action to the supervisor.

Maintains case records and files.

Works with other investigative staff members.

Prepares reports of investigations and summaries.

Conducts settlement discussions, attends settlement conferences with the concerned parties, and recommends settlement agreements to the supervisor.

Makes oral presentations of District equal employment program to the Board of Education, District employees, community groups, and professional organizations.

Assists in training other District staff members in conducting equal employment opportunity investigations.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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.

SUPERVISION

General supervision is received from the Supervising Equal Employment Opportunity Investigator. Supervision may be exercised over clerical personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Equal employment opportunity investigative techniques and procedures
- Federal and State laws, regulations, and guidelines pertinent to equal employment opportunity
- Merit system concepts and practices
- Basic research and investigative methods
- Human and intergroup relations
- Computer applications such as word processing, spreadsheet, database, and email computer software programs

Ability to:

- Conduct investigations, identify and evaluate pertinent information, make sound analyses, and present findings in written and oral forms
- Communicate effectively with individuals and groups of diverse interests and racial and ethnic backgrounds
- Interpret and explain concepts, rules, policies, laws, and procedures relative to equal employment opportunity
- Exercise initiative and ingenuity in obtaining facts and preventing or resolving equal employment opportunity problems
- React appropriately under stress
- Write clear, comprehensive reports and communications
- 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, preferably with courses in basic statistics, database management, employment law, research methods, or personnel administration. Additional experience in equal employment opportunity activities may be substituted for up to two years of 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 personnel 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.

Special:

A valid California Driver License.

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

Use of an automobile.

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
07-24-17
JPK