

## Washington State Department of Personnel Class Specification

### **CIVIL RIGHTS INVESTIGATOR 1**

122A

**Job class officially abolished effective August 17, 2007 per Marisa McKay.**

#### **Class Series Concept:**

Within the Human Rights Commission, the Civil Rights Investigators administer and enforce the state and federal civil rights laws known as RCW 49.60 – the Washington State Law Against Discrimination, Title VII of the Civil Rights Act of 1964 (as amended), the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Fair Housing Act, by providing education, training, and technical assistance and by investigating and resolving discrimination complaints of varying complexity involving single or multiple issues on the basis of age, sex, marital status, race, creed, color, national origin, families with children, or the presence of any physical, sensory, or mental disability or the use of a dog guide or service animal in the areas of employment, real estate transactions, places of public accommodation, and insurance and credit transactions. Other statutes may be assigned to the Human Rights Commission for enforcement. There are four levels to this class: Level 1 (entry level); Level 2 (journey level); Level 3 (senior level); and Level 4 (experts).

#### **Definition:**

This is the entry-level Investigator position. Discrimination cases handled at this level have characteristics such as: (1) disparate treatment, single issue; (2) established precedent and procedures; and /or (3) relatively little controversy in the issues involved. This classification serves under the supervision of an operations manager and on occasion may work under the direction of higher-level compliance investigators and managers.

#### **Typical Work:**

Receives, analyzes, and responds to inquiries by telephone, in writing, e-mail, and in person on the Washington State Law Against Discrimination (RCW 49.60) and the other statutes referred to above; makes appropriate referrals outside of the Human Rights Commission.

Interviews, either in person, by telephone, or by e-mail, individuals who allege unfair practices to determine the nature, the basis, and jurisdiction; establishes a basis for discrimination complaints; prepares the complaint in an affidavit; and explains administrative procedures

Interviews parties to the complaint; interviews witnesses; gathers and preserves documentary evidence, obtained under subpoena if necessary; reviews briefs and other defenses submitted by

respondents and/or their counsels; analyzes and evaluates fact patterns based on pertinent case law, contract provisions, and prior determinations; prepares detailed, well-reasoned formal determinations.

Under supervision, confers with respondents and complainants in joint and separate fact finding meetings to determine real areas of dispute; advises parties of their rights and obligations; attempts to resolve areas of dispute by initiating alternative compromise proposals which are intended to meet the needs of and receive the acceptance of respondents, complainants, and the Human Rights Commission.

May negotiate pre-finding settlements (under supervision) on cases in which both parties agree to settle prior to the completion of an investigation.

Consults with legal counsel, public and private employers, owners, managers, public officials, union officials, real estate brokers, personnel managers, and others to explain and interpret the Washington State Law Against Discrimination (RCW 49.60).

Maintains current knowledge by conducting appropriate research on Commission policies, procedures, and regulations, State and Federal discrimination laws, and civil rights issues of particular concern.

May staff information booths or tables to provide information about RCW 49.60.

Assists other professional staff in research and investigation.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

A Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences, or a related field.

Experience with major work assignments emphasizing civil rights law enforcement, equal employment opportunity, investigation, affirmative action program implementation, personnel

administration, labor relations, alternative dispute resolution or related work in the above areas or a closely allied field will substitute, year for year, for education.

Specific technical knowledge or experience may be required based on position assignments.

**Class Specification History**

New class, replaces 49020 Equal Opportunity Compliance Investigator 1; effective January 1, 2006.

Abolished class; adopted August 16, 2009, effective August 17, 2007. At the time of the proposed abolishments to this series, 24 incumbents filled positions in this series but were reallocated into the generic Investigator series.