

Washington State Department of Personnel
Class Specification

CIVIL RIGHTS INVESTIGATOR 2

122B

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

Definition:

This is the journey level Investigator position. Incumbents in these positions work independently, with supervision and guidance as necessary. The primary responsibility for this class is to investigate and resolve discrimination complaints of varying difficulty and complexity involving single or multiple issues filed based on the Washington State Law Against Discrimination (RCW 49.60) and other statutes cited above. May be a member of an investigative, rules development or special project team. Work is generally performed under the direction of an operations manager.

Typical Work:

Functions as an impartial investigator in discrimination disputes of varying difficulty and complexity.

Researches, analyzes, and evaluates information from multiple sources.

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.

May occasionally develop and conduct training on rights and responsibilities under the Washington State Law Against Discrimination (RCW 49.60) and other statutes cited above. May also occasionally staff information booths or tables to provide information about RCW 49.60.

Conducts reviews of cases investigated by other agencies and institutions as part of the Commission's investigative process.

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

Confers with respondents and complainants in joint and separate fact finding meetings to determine real areas of dispute; attempts to resolve such areas of dispute by initiating proposals which are intended to meet the needs of and receive the acceptance of respondents, complainants, and the

Human Rights Commission. Uses a variety of alternative dispute resolution techniques to negotiate settlements.

Receives, analyzes, and responds to telephone and written inquiries on the Washington State Law Against Discrimination (RCW 49.60); makes appropriate referrals outside of the Human Rights Commission.

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 be a member of an investigative, rules development, or special project team.

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

AND

One year of professional 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.

A Master's degree in one of the above fields or a law degree will substitute for the one year of experience.

Additional qualifying experience will substitute, year for year, for education.

OR

One year of experience as a Civil Rights Investigator 1.

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

Class Specification History

New class, replaces 49040 Equal Opportunity Compliance Investigator 2 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.