

Washington State Department of Personnel
Class Specification

CIVIL RIGHTS INVESTIGATOR 3

122C

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

Definition:

This is the senior level Investigator position. The primary responsibility for this class is to investigate discrimination complaints of significant complexity involving single or multiple issues and statutes filed based on the Washington State Law Against Discrimination (RCW 49.60) and other statutes cited above. This position works independently with minimal supervision and guidance. In the absence of the Operations Manager, may lead or oversee the work of Level 1 and 2 Investigators. May be a member of an investigative, rules development or special project team. Work is generally performed under the direction of the Operations Manager.

Typical Work:

Functions as an impartial investigator in discrimination disputes of significant complexity, sensitivity, or controversy. Investigations have characteristics such as: (a) a large and sophisticated respondent or relatively large and critical dispute involving a smaller respondent; (b) a history of serious discrimination by the respondent organization; (c) systemic discrimination; (d) precedential value on future discrimination cases; (e) a requirement for specialized knowledge and expertise;

Interviews parties to the complaint; interviews witnesses; gathers and preserves documentary evidence, obtained under subpoena if necessary; reviews briefs and other defenses submitted by opposing counsels; analyzes and evaluates fact patterns based on pertinent case law, contract provisions, and prior determinations; prepares detailed, well-reasoned formal determinations that seldom require revision and are rarely overturned on review;

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

May provide instruction and guidance and review of investigations and findings by Level 1 and 2 investigators;

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

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 such areas of dispute by initiating a variety of innovative alternative dispute resolution techniques;

Negotiates settlements in cases in which violations of the Washington State Law Against Discrimination (RCW 49.60) and other statutes cited above have been found; conciliations under State Affirmative Action Law (RCW 49.74), where State agencies or institutions are found to be in violation of that statute; and pre-finding settlements where the parties agree to settle prior to the completion of an investigation;

Drafts and signs legally binding settlement contracts;

May use alternative dispute resolution techniques to resolve cases;

Consults with legal counsel, public and private employers, owners, managers, public officials, real estate brokers, personnel managers, and others to explain and interpret the Washington State Law Against Discrimination (RCW 49.60), the State Affirmative Action Law (RCW 49.74), and other related state and federal statutes;

Functions as intergovernmental liaison with Federal, State and local agencies, boards, commissions and committees;

May conduct Commission-initiated investigations;

May function as leader of an investigative, rules, or policy development task team;

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

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

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

Two years of professional experience with major work assignments emphasizing civil rights law enforcement, equal employment opportunity, affirmative action implementation, personnel administration, labor relations, alternative dispute resolution or an allied field

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

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

OR

One year of experience as a Civil Rights Investigator 2.

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

OR

Equivalent education/experience.

Class Specification History

New class. Replaces 49060 Equal Opportunity Compliance Investigator 3, 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.