

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

EQUAL OPPORTUNITY COMPLIANCE INVESTIGATOR 3
49060

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Within the Human Rights Commission investigates 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 employment, real estate transactions, places of public accommodation, and in insurance and credit transactions.

Distinguishing Characteristics: This is the senior level Investigator position. The primary responsibility for this class is to lead lower level Equal Opportunity Compliance Investigators and investigate discrimination complaints of varying complexity involving single or multiple issues filed based on the Washington State Law Against Discrimination (RCW 49.60). The Equal Opportunity Compliance Investigator (EOCI) 3 works independently. In the absence of the District Manager, the EOCI 3 will be in charge of the unit. The EOCI 3 will instruct, review, and approve findings of lower level Equal Opportunity Compliance Investigators and will monitor the case management system. The EOCI 3 may be a member of an investigative or rules development team. Work is generally performed as primary staff under the direction of the District Manager, but special projects may be performed under the direction of the Executive Director and/or the Deputy Director.

Typical Work

Functions as mediator between principles in discrimination disputes of cases of more than ordinary difficulty and complexity; confers with both respondent and complainant in joint and separate fact finding meetings to determine real areas of dispute; attempts to resolve such areas of dispute by initiating innovative alternative compromise proposals which are intended to meet the needs of and receive the acceptance of respondent, complainant, and the Human Rights Commission;

Investigations will be diligently pursued and completed on a timely basis (i.e., average 180 days);

Drafts and signs legally binding settlement contracts;

Functions as an impartial investigator in discrimination disputes of extreme 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 major controversy; (c) a history of serious discrimination with the respondent organization; (d) systemic discrimination; (e) the establishment of a precedent portending substantial impact on other discrimination cases; (f) a requirement for specialized knowledge and expertise;

Interviews parties to the complaint; examines 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 and issues detailed, well-reasoned formal determinations;

Conducts reviews of cases investigated by other agencies and institutions pursuant to interagency worksharing agreements (e.g., Department of Social and Health Services and University of Washington) to determine that Human Rights Commission standards have been met and the appropriate determination has been made;

Conducts conciliations in cases in which a violation of the Washington State Law Against Discrimination (RCW 49.60) has been found; or conciliations under State Affirmative Action Law (RCW 49.74), where State agencies or institutions are found to be in violation of that statute;

Functions as intergovernmental liaison with Federal, State and local agencies, board, commission and committees;

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

May act in Executive Secretary's behalf in crucial crisis situations that may erupt throughout the state;

Consults with legal counsels, 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;

Performs intake, as needed;

Travel is required.

Performs other work as required.

Knowledge and Abilities

Knowledge of: State and Federal discrimination laws and theories; civil rights issues; investigative methods and techniques; principles and practices of mediation, negotiation, and conciliation; research methods; general policies of private and public employers, real estate, credit and insurance providers, and providers of public accommodation; affirmative action; public relations and effective public education; rules of evidence in administrative proceedings; procedures of administrative agencies.

Ability to: evaluate new unique civil rights issues; apply appropriate theory and past agency practice in the formulation of new policies, and procedures; communicate for maximum understanding; compliance the agency history, purpose, and implementation of the laws to large numbers of the general public and special interest groups; preside over mediation and conciliation conferences with dignity, poise, and judicious impartiality; analyze issues and formulate recommendations for settlement that are in compliance with the applicable statute; persuasively seek such settlement; conduct a complete investigation; objectively analyze the facts and arguments obtained in light of the applicable statute and legal precedents; communicate conclusions in a clear, well-organized written determination; maintain perspective and poise while gaining the cooperation of complainants, respondents, witnesses, and attorneys in investigative interviews under adversarial and occasionally hostile conditions; work and make decisions independently, but with judgment as to when to confer with higher authority.

Minimum Qualifications

A Bachelor's degree in public or business administration, personnel management, industrial relations, political science, or an allied field.

AND

Two years of professional experience with major work assignments emphasizing civil rights law enforcement, equal employment opportunity, investigation, affirmative action program implementation, personnel administration, labor relations, or related work as a mediator in the above areas or an allied field.

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

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

OR

One year of experience as an Equal Opportunity Compliance Investigator 2.

New class: 7-15-88

Revised minimum qualifications: 9-18-89

Revised definition, distinguishing characteristics and minimum qualifications: 2-12-99

Revised 11-13-00: Salary adjustment only