

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

EQUAL OPPORTUNITY COMPLIANCE SPECIALIST
49080

Abolished Initially Effective January 13, 2006
Abolished Final Effective February 10, 2006

Definition: Within the Human Rights Commission, as an expert in State and Federal Civil Rights Law, provides technical assistance and interpretation of the application and enforcement of Civil Rights Law, Commission policy and procedural development, declaratory rulings and formal opinions of the Executive Director, regulations and guidelines. Develops and presents education and training programs on the laws against discrimination. Participates actively in community outreach to employers, businesses, human resource professionals and other organizations, groups and individuals.

Distinguishing Characteristics: Incumbents at this level are recognized and accepted experts in the Washington State Law Against Discrimination (RCW 49.60); and other State and Federal Civil Rights statutes. The Equal Opportunity Compliance (EOC) Specialist will coordinate programs in one or more agency areas of jurisdiction, including employment, housing, public accommodation and credit and insurance transactions. The EOC Specialist understands, interprets and applies legal theory and case law pertinent to discrimination based on race, creed, color, national origin, families with children, sex, marital status, age, or the presence of any sensory, mental, or physical disability or the use of a dog guide or service animal. This position works independently and may be a leader of a special policy development task 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

Provides highly specialized technical assistance, and interpretation of application, enforcement of civil rights law, and related laws including: (a) Commission policy and procedural development, Declaratory Rulings and formal Opinions of the Executive Director, Regulations and Guidelines; (b) Conducts legal research and draft of formal Commission precedent interpretations of the laws; (c) assists District Manager, as assigned, with the

implementation of daily unit operations; (d) conducts public and private sector educational programs, including seminars, workshops and other oral presentations and Human Rights Commission staff training and development of related materials; (e) leads agency investigative teams in systemic and/or industry-wide review of potential discriminatory patterns or practices; (f) reviews and analyzes data related to agency jurisdictional areas; (g) investigates complex cases, and (g) reviews, analyzes and makes recommendations on reconsideration petitions;

Reviews for compliance and enforces settlement agreements of cases conciliated or settled by Commission staff and other agencies and institutions pursuant to interagency worksharing agreements to determine that Human Rights Commission standards and terms of agreement have been met;

Develops and negotiates legally binding settlement contracts;

Enforces compliance with Commission ordered settlement contracts statewide;

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

Functions as a leader of a special policy development task team;

Acts in Executive Director's behalf, to represent the Commission in crucial crisis situations that may surface throughout the State;

As assigned by the District Manager, may function as the agency legislative liaison to monitor proposed legislation, conduct legislative bill analysis and prepare fiscal notes; may participate in the agency's rulemaking process;

Consults with legal counsels, public and private employers, special interest groups, owners, managers, public officials, union officials, real estate brokers, personnel managers, and others to explain and interpret the Washington State Law Against Discrimination, has knowledge of and provides information on and other related state and federal statutes; in the absence of district manager, may assist in unit supervision and oversight of work activity;

Is able and available to travel throughout the state;

Performs other duties 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; including data collection and analysis; corrective employment practices; special interest group (jurisdictional area) organizations, problems and related legislation; 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; write and speak clearly and effectively; communicate the agency history, purpose, and implementation of the laws to large numbers of the general public and special interest groups; work effectively with individuals and groups in difficult, emotional and controversial circumstances; secure cooperation and consensus from differing parties; achieve individual and group motivation; make difficult, accurate decisions in the face of pressure and dispute; analyze and resolve variety of problems peculiar to area of jurisdiction; 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 four years of experience with major work assignments, emphasizing Civil Rights Law enforcement, equal employment opportunity, investigation, mediation, policy development, legal research or legislative analysis.

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

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

OR

One year of experience as an Equal Opportunity Compliance Investigator 3, formerly Field Representative 3 - HRC, or three years of experience as an Equal Opportunity Compliance Investigator 2, formerly Field Representative 2 - HRC.

New class: 7-15-88

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

Revised 11-13-00: Salary adjustment only