

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV24540
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	05	Grade:	17
Workers Comp Code:	9410		

Job Code Established:	11/17/97	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Labor Law Investigation and Civil Rights Series

JOB CODE TITLE: CIVIL RIGHTS COMPLIANCE OFFICER I

HRIS TITLE: CIVIL RGTS CMLPNC OFFICER I

CHARACTERISTICS OF THE CLASS: Reports to a Civil Rights Compliance Officer III. Authority to learn to use delegated authority in accordance with all applicable laws, rules, regulations and procedures. Some travel required to conduct on-site investigations. Receives 60 to 90 days of extensive classroom training on federal/state Civil Rights, federal/state Fair Housing and Americans with Disabilities Act law, then one year of on-the-job training in conducting all phases of investigations of alleged violations of the Arizona Civil Rights Act and Arizona Fair Housing Act in such areas as housing, public accommodations, voting and employment and the Arizonans With Disabilities Act. The distinguishing characteristics of this class series, after training in completed, are: will devote approximately 90% of the work day conducting investigations of all four areas (housing, public accommodations, voting and employment) of the federal/state Civil Rights Act, the Americans/Arizonans With Disabilities Act and the Fair Housing Act.

Must demonstrate the ability to: read, comprehend, interpret and apply civil rights and Arizonans With Disabilities case law and federal and state Civil Rights and Americans With Disabilities laws; conduct investigations of alleged violations of above referenced acts; write comprehensive and concise investigation reports. Responsible for learning to perform work and other related roles of a Civil Rights Compliance Officer II in a professional manner and in accordance with all applicable laws, rules, regulations and procedures.

EXAMPLES OF DUTIES: The first phase of training consists of an extensive and comprehensive review of federal/state civil rights, federal/state fair housing and Americans with Disabilities Acts and case law. During the second phase of training which consists of on-the-job training which involves participation and assistance in performing the following tasks: Conducting complaint screening with potential complainants, in person and by telephone; interviewing complainants, gathering information, evaluating information, scheduling appointments, conferring with attorney and compliance manager, and making appropriate referrals. Conciliating complaints; assessing parties' interest in settling disputes; scheduling conferences; negotiating agreements; drafting agreements; ensuring agreement is properly signed by all parties' incorporating public interest in agreement.

Investigating administrative charge or complaint of discrimination; reviewing allegations interviewing witnesses and parties; review documents; researching statutes, case laws, rules; gathering and analyzing statistics; assessing witness credibility; preserving and summarizing evidence; conducting on-site examinations of premises; monitoring statute of limitations; making appropriate entries in case file and activities log. Issuing the determination; preparing deliberative memo and final investigative report; making recommendations to unit attorney and compliance manager; preparing case analysis worksheet; preparing other required forms and documents and preparing table of contents. Litigation support; organizing and indexing documents; reviewing investigative file; testifying in deposition and other court proceedings, assisting legal counsel. Outreach to employer, community and school groups; attending fairs; disseminating materials; contacting community groups; visiting schools. Attends meetings including staff meetings, continuing legal education. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the basic methods, techniques and practices of interpersonal relations and interviewing; the basic methods, techniques and practices of conducting investigations, examining and evaluating evidence; the basic techniques of writing concise and comprehensive reports; the basic techniques of reading comprehension, interpretation, and application of all applicable laws, rules, regulations and procedures; the basic methods, techniques and practices of mediating and negotiation settlements.

Skill/Ability to: learn to interpret/apply Federal/State Civil Rights, Fair Housing and Americans/Arizonans With Disabilities Acts, laws, statutes and guidelines; learn the administrative processes of federal/state legal systems; learn federal/state court system procedures; interviewing and discovery techniques; learn to interpret and apply Rules and Evidence; learn case documentation requirements; learn case preparation for trial methodology; learn to analyze facts and to reach logical conclusions; learn to mediate/negotiate settlements within parameters established by a supervising attorney.

SPECIAL SELECTION FACTORS: May require possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.