

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV24541
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
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 II

HRIS TITLE: CIVIL RGTS CMLPNC OFFICER II

CHARACTERISTICS OF THE CLASS: Reports to a Civil Rights Compliance Officer III. Authority to determine whether there is a prima facie case of discrimination for investigation. Determines all applicable state and federal statutes involved in the alleged violation with an emphasis on trial preparation. Determines case plan and direction including identification of alleged victims, witnesses and respondents. Employee determines the scheduling of his/her daily activities and the conduct of assigned investigations. Employee decides who is being interviewed, when, where and how interview will be conducted, whether or not interrogatories and subpoenas are needed, and other aspects of the investigatory process. Subject to final approval by legal counsel, employee has authority to negotiate settlement agreements between complaints, respondents and the Civil Rights Division. Some travel required to conduct on-site investigations. Investigates alleged violations of the federal/state Civil Rights Act, Fair Housing Act, in response to charges of discrimination in housing, public accommodations, voting and employment and the Americans/Arizonans with Disabilities Act (ADA).

Interviews complainants, determines jurisdiction of the case and ascertains if probable cause of discrimination by virtue of race, color, religion, sex or national origin exists; secures statements, documents and records; prepares interrogatories; reviews and analyzes position statements and replies to interrogatories; interviews witnesses, employers and others; prepares case reports and findings of facts; participates in conciliation's and negotiations seeking to bring about voluntary compliance with laws; recommends requests for injunctions, restraining orders or other court actions; gathers information as directed by attorneys for use during litigation. This class functions as the journey level for this class series with considerable latitude to plan and organize daily work schedule within established procedures. This class spends approximately 90% of the work day conducting investigations of alleged violations of the federal/state Civil Rights Act, the Americans/Arizonans with Disabilities Act and the Fair Housing Act.

EXAMPLES OF DUTIES: Conducting pre-complaint screening with potential complainants, in person and by telephone; interviewing complainants, gathering information, evaluating information, scheduling appointments, conferring with attorneys and compliance manager, and making appropriate referrals. Conducting intake with charging parties and complainants, in person and by telephone; interviewing complainants, gathering information, evaluating information, drafting charge or complaint and ensuring proper verification; advising charging party or complainant of agency procedures regarding charge investigation. Conciliating complaints; assessing parties' interest in settling disputes; scheduling conference; negotiating agreement; drafting agreement; ensuring agreement is properly signed by all parties; incorporating public interest in agreement. Investigating administrative charge or complaint of discrimination; reviewing allegation; interviewing witnesses and parties; reviewing documents; researching statutes, case law, 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. Providing litigation support; organize and index documents; review investigative file; testify in deposition and other court proceedings; assist legal counsel. Work product consists of Timely completion of investigations in accordance with all applicable laws, rules, regulations and procedures; comprehensive/concise investigative and other reports completed; cases prepared for litigation; and cases settled through negotiation. Outreach to employer, community and school groups; attend fairs; disseminate materials; contact community groups; visit schools. Attend meetings including staff meetings, continuing legal education. Performs related work as required.

Responsible for receiving and analyzing complaints from members of the public to determine if a prima facie case of discrimination has occurred, and drafts sworn written administrative complaints; performing full investigations of violations of the Arizona Civil Rights statues, including employment discrimination, public accommodations, voting, fair housing and Arizonans with Disabilities Act, with an emphasis on trial preparation of conflict areas; conducting conciliation meetings involving parties (including complainants, and high level governmental and corporate respondents) and their legal counsel, and prepares written conciliation agreements based on the outcome of those conciliation meetings; resolves assigned complaints of discrimination in sufficient numbers to meet the Division's quantity and quality standards; employee has primary responsibility for proper receipt, storage and safeguarding of evidence and testimony collected during investigations. Also has responsibility for proper receipt, storage and safeguarding of evidence and testimony collected during investigations and for timely and accurate completion of Division forms, reports and other investigative documents. May be responsible for participating in pre-trial and litigation proceedings involving cases which the employee has investigated. Participates in public education and outreach programs designed to educate and inform employers, housing providers, and potential complainants of their rights and responsibilities under the Arizona discrimination laws.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State Civil Rights Acts; Federal and State Fair Housing Act; Federal and State Americans/Arizonans with Disabilities Acts; the legal system and its administrative processes; Federal and State court systems; interviewing and discovery techniques; rules of administrative procedure and rules of evidence; case documentation and preparation for trial; function and jurisdiction of other federal, state or local agencies; mediation/negotiation techniques.

Skill/Ability to: read, comprehend, interpret and apply all applicable laws, rules, regulations and procedures including case law; write/draft reports, letters, interrogatories, subpoenas, investigation plans, interview summaries, etc.; interpret statistical data; conduct in-depth investigations, analyze facts and draw logical conclusions; assess the credibility of witnesses; mediate/negotiate disputes; research case law, census data, property ownership/title records; problem solve; testify in court and/or at depositions; examine/evaluate evidence and/or business records.

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