

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV24542</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>11/17/97</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Labor Law Investigation and Civil Rights Series

**JOB CODE TITLE: CIVIL RIGHTS COMPLIANCE OFFICER III**

**HRIS TITLE: CIVIL RGTS CMLNC OFFICER III**

**CHARACTERISTICS OF THE CLASS:** Reports to a Civil Rights Compliance Manager. Authority to determine whether there is a prima facie case of discrimination for investigation; at investigative stages, reviews allegations, complaints, documents and other information that could lead to a civil rights prosecution. 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, witness and respondents. Subject to final approval by legal counsel, employee has authority to negotiate settlement agreements between complaints, respondents and the Civil Rights Division. Review work of and mentors assigned Civil Rights Compliance Officer I and II (CRCO I and II). Recommends promotions, disciplinary actions, and completes performance appraisals of CRCO I and II. Some travel required to conduct on-site investigations. Supervises Civil Rights Compliance Officer (CRCO) I and II involved in conducting investigations of alleged violations of federal/state, Civil Rights Act related to housing, public accommodations, voting and employment, Fair Housing Act and Americans/Arizonans with Disabilities Act; or functions as a specialist (expert) who provides consultant services to other CRCOs and investigates the most difficult cases.

Supervises and participates in investigating charges of discrimination pursuant to said acts. Interviewing complainants, determining jurisdiction of cases and ascertaining if probable cause of discrimination by virtue of race, color, religion, sex or national origin exists; preparing interrogatories; reviewing and analyzing position statements and replying to interrogatories; interviewing witnesses, employers and others; preparing case reports and findings of facts; participating in conciliation's and negotiations seeking to bring about voluntary compliance with laws; recommending requests for injunctions, restraining orders or other court actions. Work product consists of a well organized and efficient work unit and 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.

Responsible for supervising and participating in the analysis of complaints to determine if a prima facie case of discrimination has occurred and the drafting of sworn written administrative complaints. Supervises and participate in conducting in-depth investigations of complex cases alleging violations of federal/state civil rights, fair housing laws/statutes relating to housing, public accommodation's, voting and employment, the Americans/Arizonans with Disabilities Acts, with emphasis on trial preparation. Conducts conciliation meetings involving parties (including complainants, and high level governmental and corporate respondents) and their legal counsel, and prepares written conciliation agreements documenting the outcome of those conciliation meetings. Employee has primary responsibility for proper receipt, storage and safeguarding of evidence and testimony collect during investigations, 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; mentors and assists in training and supervising Civil Rights Compliance Officer I and II (CRCO I and II), performs special studies or projects assigned; conducts docket reviews;

Conducts on-the-job training, serves as leader for investigative support teams; reviews intake and preliminary drafts of changes drafted by CRCO I and II.

**EXAMPLES OF DUTIES:** Conducting pre-complaint screening with potential complaints, 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 status, 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. Evaluating performance of subordinates and prepares employee performance appraisal documentation forms. Providing litigation support; organizes and indexes documents; reviews investigative files; testifies in depositions and other proceedings; assists legal counsel. Performing outreach to employer, community and school groups; attend fairs; disseminate materials; contact community groups; visit schools. Attending meetings including staff meetings, continuing legal education. Performing related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** federal and state Civil Rights Acts; federal and state Fair Housing Acts; federal and state Americans/Arizonans with Disabilities Acts; 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; management/supervisory techniques; employee performance evaluation methodology.

**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; 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; supervise a work unit.

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