

**CLASS SPECIFICATION
EEO Investigator**

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, conducts investigations of claims of discrimination and harassment and recommends appropriate action; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An EEO Investigator is responsible for investigating Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA)-related complaints or charges to determine whether City actions violated City policies and procedures or state or federal laws. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of equal employment and affirmative action issues and sensitivities.

EEO Investigator is distinguished from other human resources professional classes by the incumbent's specialization in investigating equal employment and affirmative action discrimination and harassment claims and complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Conducts investigations of equal employment opportunity and affirmative action related complaints and charges to determine whether federal, state or local rules, policies or regulations were violated; determines investigation methods or techniques to be used; interviews complainants, respondents, witnesses and other individuals; conducts site visits; reviews records of past practices; records, reviews and catalogs all documents related to a complaint; corresponds with bureau managers and directors to obtain needed information.
2. Analyzes information and data obtained from investigations to determine whether a claim is valid; prepares fact-finding reports and makes recommendations on appropriate resolution of claims.
3. Explains complaint investigation processes and procedures; assists and provides guidance to employees in filling out complaint forms.
4. Mediates and utilizes alternative resolution and problem solving processes to resolve internal organizational complaints and claims.

5. Identifies areas for policy improvement and recommends programs, strategies and other collaborative activities to prevent discrimination and harassment from occurring in City bureaus.
6. Identifies City training needs and develops and provides City-wide training for supervisors, managers and employees on EEO, ADA and harassment related issues; provides guidance and training on appropriate methods and strategies for mediation and conflict resolution.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of equal employment, ADA and affirmative action investigations; including interviewing methods and techniques.
2. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, labor relations, employee development and performance planning and appraisal.
3. Principles and practices of employee and labor relations, including negotiation and contract administration practices.
4. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility, including Equal Employment Opportunity, Americans with Disabilities Act and Affirmative Action regulations and civil rights and employment laws.
5. Principles and practices of public administration, including budgeting, reporting and maintenance of public records.
6. Research methods and data analysis techniques.
7. Principles and practices of effective business communication.
8. Operation of standard business computer software.
9. City human resources policies and labor contract provisions.

Ability to:

1. Design, implement and utilize data gathering and reporting procedures.
2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
3. Conduct probing and insightful interviews.

4. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
5. Exercise independent judgement and initiative within established guidelines.
6. Present proposals and recommendations clearly and logically.
7. Represent the City effectively in dealings with employees and employee organization representative on a variety of affirmative action and equal employment issues.
8. Communicate effectively orally and in writing.
9. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
10. Maintain confidential and sensitive information.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
12. Establish and maintain effective working relationships with bureau and City management, employees, employee organizations, representatives of other governmental agencies, community organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, management, human resources, psychology or a closely related field; and at least three years of progressively responsible experience in the investigation of EEO, ADA and affirmative action claims; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0612 SENIOR HUMAN RESOURCES ANALYST. Adopted: 08-19-75; Revised: 02-25-91; 07-01-92; 05-12-94; 05-06-99
June 2009 - Change Job Class number from 7265 to 30000529, due to system change.