

**EQUAL OPPORTUNITY SPECIALIST
CS-0360-12**

INTRODUCTION

This is a standard position description for in any area of the Office of Human Rights (OHR). The Office is a bifurcated agency whose mission is to mediate, investigate, conciliate, prosecute and address illegal discriminatory practices which utilizes proactive measures (community outreach; educating the private sector and district government agencies) to eradicate discrimination, as well as enforcement (investigation) and rendering probable cause/no probable cause decisions in accordance with federal and local civil rights laws.

The incumbent is responsible for the enforcement the D.C. Human Rights Act of 1977, the D.C. Family and Medical Leave Act of 1990; the Parental Leave Act of 1995; and through contractual arrangements with the federal government, federal civil rights laws.

MAJOR DUTIES

Investigates complicated complaints filed on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, source of income, place of residence, familial status and status as a victim of an intra-family offense. Plans the investigation from intake stage to completion and identifies evidence necessary to make a determination and submits an activity report to supervisor.

Conducts interview with complainants, their representatives, top and middle managers supervisors, individual employees, union representatives and attorneys for both complainants and respondents, and employees with EEO collateral assignments. Reviews and evaluates facts presented by all parties.

Conducts site visits in the areas of employment, housing, places of public accommodation and educational institutions, as necessary, to examine policies and practices, review records, and observe environments in which the alleged discriminatory acts occurred and/or interview witnesses for credibility purposes and to prepare sworn affidavits, when necessary.

Prepares for and conducts fact-finding conferences designed to: define the issues, clarify issues, obtain evidence, determine which elements are undisputed, and to resolve those issues that can be resolved either through, cause or no cause finding, arriving at settlement agreements and conciliations, and/or withdrawal of the charge of discrimination.

Prepares for and conducts negotiations with parties to arrive at settlement agreements and conciliations. May assist with mediation efforts with parties.

Prepares and drafts complaints of discrimination. Conducts thorough intake interviews.

Maintains all information related to the investigative file in an orderly manner. Prepares investigative plans and weekly activity reports.

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Prepares comprehensive and well-documented reports of investigative findings, summarizing the charges, itemizing relevant undisputed facts, stating facts germane to the allegations and to respondent's defenses, critically analyzing the findings of the investigative report. Supports recommended findings with documentary, testimonial and statistical evidence of sufficient and adequate nature as to standup in any court of competent jurisdiction or in administrative hearings.

Testifies as a witness in support of agency findings in civil actions filed by complainants.

Assists with the provision of EEO training with more senior specialists and the Compliance Officer for D.C. government EEO Officer/counselors and employees and conducts sexual harassment training and family and medical leave/parental leave training for public and private sector employees.

May use foreign language skills, as necessary, to help the Office serve the public.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Thorough knowledge of the organizational structure of the Office, its mission and responsibilities and/or similar state human rights agencies.

Thorough demonstrated knowledge of the laws, regulations, procedures and policies governing equal opportunity in all areas listed in the D.C. Human Rights Act of 1977, as amended and Title VII, ADEA, ADA, and Title VIII. Ability to interpret and apply the D.C. Human Rights Act and federal statutes regulating employment, housing, education, language access, and businesses in the public and private sectors.

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Demonstrated skills in fact-finding, analysis, interviewing techniques, problem solving, and conducting conferences as well as advancing skills in negotiating settlements.

Demonstrated ability to write comprehensive and well-organized factual and analytical investigative reports and other, necessary legal documents.

Ability to effectively interface with a variety of individuals in many different settings, including, but not limited to: public and private sector managers, government officials, union representatives and attorneys.

Knowledge of, and proficient in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, etc., and a willingness to learn new technology associated with assigned work tasks.

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SUPERVISORY CONTROLS

Incumbent performs assignments independently. The supervisor provides specific advice and guidance concerning new, unusual or potentially difficult complaints. Incumbent is expected to plan, organize and conduct fact-finding analysis independently with respect to investigating facts, defining the issues, and developing conclusions and recommendations. Completed work is reviewed for adequacy, soundness of judgment, overall effectiveness, timeliness, and compliance to applicable laws, regulations and policies and procedures.

GUIDELINES

Guidelines include the D.C. Human Rights Act of 1977, EEO regulations for District of Columbia Government employment, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the Americans with Disabilities Act of 1993 (ADA), the Age in Employment Discrimination Act (ADEM), the D.C. Family and Medical Leave act 1990 and the parental leave Act of 1995, the procedural regulations of the U.S. Equal Employment Opportunity Commission and the U.S. Department of Housing and Urban Development, as well as other laws, regulations, policies and procedures governing equal opportunity including court and administrative decisions.

Incumbent exercises sound judgment in interpreting and adapting guidelines in investigations and conciliations to determine the relevance of evidence, weight evidence, and select the appropriate principal regulation, or precedent to apply.

COMPLEXITY

The work includes varied duties requiring many different processes and methods, such as a full range of investigative functions on charges of unlawful/discriminatory practices of major difficulty.

Decisions include: planning work, interpreting considerable data, the assessment of any unusual circumstances, determining appropriate approach(s), dealing with incomplete or conflicting data, and making decisions.

SCOPE AND EFFECT

The purpose of the work is to define case issues, investigate and identify evidence necessary to make an adequate determination from the intake stage to completion of settlement as well as to negotiate and mediate outcomes.

The work adds to the mission of the agency, which is to eradicate discrimination, increase equal opportunity, and protect human rights in the city.

The incumbent is also the advocate for the practice of good human relations and mutual understanding among the various racial ethnic and religious groups in the District of Columbia.

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PERSONAL CONTACTS

Contacts are with staff throughout the agency, complaints, respondents, witnesses, representatives of parties, employers, supervisors, employees, union representatives, other District Government agencies and offices, the federal government as appropriate, the courts and the general public.

PURPOSE OF CONTACT

The purpose of the contacts is to ascertain/gather information pertinent to any/all allegations, to conduct a thorough and complete investigation, and to work with all to reach amicable conclusions.

PHYSICAL DEMANDS

The work is primarily sedentary with intermittent periods of walking, bending, standing and carrying of light objects such as files, books and reports.

WORK ENVIRONMENT

The majority of the work is performed in offices which are adequately heated, lighted, and ventilated.

OTHER SIGNIFICANT FACTS

This position is designated as security sensitive.

LICENSURE/CERTIFICATIONS

Not applicable.