

EQUAL OPPORTUNITY SPECIALIST

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Human Relations

REPORTS TO: Human Relations Department

CLASS SUMMARY

Plans, organizes, and conducts investigations regarding housing and employment discrimination.

DISTINGUISHING CHARACTERISTICS

The Equal Opportunity Specialist is a stand-alone classification that is distinguished from Human Resources classes in that it is responsible for investigating alleged business violations of ordinances related to civil rights statutes involving employment and housing discriminations.

TYPICAL CLASS ESSENTIAL DUTIES

- Develops and conducts confidential investigations and resolves jurisdictional charges of housing and employment discrimination to include gathering and documenting recorded testimony and researching applicable laws to determine if reconsideration is warranted.
- Monitors all phases of investigations in accordance with established County, state, and federal policies and procedures.
- Prepares and presents written and oral investigative reports, affidavits, requests for information, letters of determination, memorandum, legal presentations, and correspondence to determine violations of existing laws.
- Conducts on-site reviews to include interviewing witnesses, complainants, and employers to determine credibility, legal compliance, and the need for further investigation.
- Initiates and conducts negotiations to obtain settlements and to enforce agreements to include determining when conciliation efforts have failed; applying the applicable EEOC and HUD regulations; and establishing the terms of monetary and affirmative relief.
- Reviews and disseminates to staff current information applicable to housing and employment discrimination as stated in documents detailing updates in laws, policies, and procedures.
- Develops and conducts educational and training activities as a part of department outreach activities.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Applicable County, state, and federal laws and regulations regarding housing and employment discrimination;
- Departmental policies and procedures;
- Discrimination issues;
- Research procedures;
- Filing requirements;
- Investigative procedures;
- Interviewing techniques;
- Software applications;
- EEO complaint and investigation procedures;
- Conflict management principles;
- Cultural diversity.

EQUAL OPPORTUNITY SPECIALIST

Skill in:

- Using computers and applicable software;
- Using various office equipment;
- Delivering training;
- Preparing presentations using software applications;
- Reading and interpreting regulations;
- Preparing and giving presentations;
- Investigating incidents of alleged discrimination;
- Analyzing data;
- Organizing and prioritizing work;
- Conducting interviews;
- Making recommendations and decisions;
- Preparing reports, forms and other printed materials;
- Compiling and disseminating information;
- Establishing effective working relationships;
- Managing conflict;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor's Degree in Human Resources or a closely related field and two years of analytical experience related to civil rights, human resources, or human services; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Notary Public certification;
- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99; R3/01