

EMPLOYEE RIGHTS AND EQUITY COMPLIANCE ASSISTANT II*

DISTINGUISHING FEATURES OF THE CLASS: This is interviewing and investigative work of a moderately complex nature involving the responsibility for assisting the Director of Employee Rights and Diversity Training in the investigation and resolution of employee complaints of work-related discrimination, sexual harassment and other related workplace violations of federal, state and local civil rights laws, regulations or policies. The work is distinguished from that of Employee Rights and Equity Compliance Assistant I in the level of responsibility and difficulty of assignments. The work is performed under the supervision of the Director of Employee Rights and Diversity Training and work guidance (e.g. lead work) may be exercised over others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Investigates complaints of alleged work-related discrimination, sexual harassment and related workplace violations by interviewing complainants and witnesses and gathering other data relative to the allegations in the complaint;
Prepares comprehensive reports on investigative findings in accordance with Federal, State and local guidelines;
Reviews methods, strategies and tactics to be utilized in carrying out investigations and makes recommendations for the revision of same;
Interprets federal, state and county regulations and policies regarding equity compliance to employees (e.g. Affirmative Action, Equal Employment Opportunity, Drug Free Workplace, Minimum Wage law);
Disseminates information related to Equal Employment Opportunity, recruitment, discrimination, diversity and sexual harassment, to county departments;
Assists the Coordinator with activities related to training of the county workforce, in programs such as sexual harassment prevention, by collecting and disseminating materials, preparing agenda and clarifying issues;
Attends, conducts or participates in hearings and conferences and prepares appropriate reports;
Prepares a variety of reports, memoranda and correspondence as required;
May represent the Coordinator at meetings, seminars, forums, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of interviewing and investigative techniques and practices; good knowledge of Federal and State regulations in areas such as work-related discrimination, sexual harassment and equal employment opportunity**; working knowledge of the various groups protected under discrimination laws**; knowledge of the structure of county government; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex written material; ability to gain the confidence and cooperation of others.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree and either:

- (a) Two (2) years of work experience that substantially involved interviewing or investigative experience; or
- (b) Two (2) years of administrative or professional-level experience that substantially involved responsibility for an affirmative action program, EEO-related function, or sexual harassment prevention training; or
- (c) Three (3) years of work experience with substantial responsibility*** for any one or combination of the following functional areas: personnel management, labor relations or manpower training and development. The employees and/or clientele served in such work must have included a substantial number of people from such protected groups as ethnic minorities, women, physically disabled, etc., or any equivalent combination of (a), (b) and (c) above.

*This reflects a retitling of Employee Rights and Equity Compliance Assistant.

**To be demonstrated during the probationary period.

***Responsibility, as used in "responsibility for a program" or related shall be defined as making decisions with significant and broad consequences and being accountable for the program's procedures and work products or services resulting from such program.

"Responsibility" should also include one or more of the following: developing procedures and program goals, ensuring compliance with administrative guidelines and regulations governing the program, and evaluating program effectiveness. These duties are considered to be distinctly different from those that typify individuals involved primarily in the delivery of service.

"Responsibility" for a program does not mean responsibility for doing one's job, in general, or responsibility for any single task associated with the development and/or implementation of a program.