

DESCRIPTION: Under immediate to general supervision, learns to investigate complaints of alleged unlawful discriminatory practices in the areas of employment, housing, and public accommodations for reasons of race, religion, color, national origin, disability, familial status (housing,) marital status, sex or age, and to build written cases that allow for the Equal Opportunity Commission's determination as to reasonable cause or no reasonable cause; learns to conduct initial interviews and to gather information from complainants regarding alleged discrimination; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first level in the Equal Opportunity Commission Investigator series. This class is the training level whereby incumbents, under immediate supervision, learn to conduct EOC investigations and to conduct the initial intake process. This class is distinguished from the Equal Opportunity Commission Investigator II level which works independently and at full performance to conduct EOC investigations.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Learns to apply the Nebraska Fair Employment Practice Act, the Age Discrimination in Employment Act the Nebraska Fair Housing Act the Act Prohibiting Equal Enjoyment of Public Accommodations, the Equal Pay Act of Nebraska and Federal discrimination law(s) to specific factual situations.

With close supervision investigates and completes progressively increasing case load as assigned by agency management.

Learns to interview complainant and locate and interview witnesses to clarify allegations.

Learns to interview respondent(s) to ascertain reasons for action taken; obtain comparative evidence to verify respondent's position; review and obtain an explanation of records.

Learns to conduct on-site investigations as needed to obtain necessary information.

Learns to conduct settlement discussions with complainant and respondent.

Learns to maintain detailed records, initiate and compose correspondence and compile case files on assigned cases.

Under close supervision, learns to analyze information obtained during the investigation in order to -write an evidentiary case report, utilizing a computer, in an objective fashion which allows for informed determinations of reasonable cause or no reasonable cause by the Commission and or Executive Director.

Learns to provide technical assistance to employers and the general public concerning discrimination laws.

Learns to provide technical assistance to the complainant and the respondent in procedural aspects of claims.

Learns to interview persons wishing to file charges of discrimination per Nebraska and Federal statutes, involving obtaining detailed information regarding the complaint, assessing jurisdictional prerequisites and making referrals as necessary; completing appropriate forms, formal charge affidavits and requests for the production of documents; and performs related docketing and case tracking duties.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: the Nebraska Fair Employment Practice Act, the Nebraska Age Discrimination in Employment Act the Nebraska Fair Housing Act, the Act Prohibiting Equal Enjoyment of Public Accommodations, and the Equal Pay Act of Nebraska; research and investigative methods; correct grammar use for report writing.

Skill in: investigative, interviewing and case management techniques.

Ability to: acquire knowledge of the methods and procedures involved in handling discrimination complaints; communicate orally and in writing; establish and maintain effective working relationships; operate a computer to perform job duties.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Education, coursework, training or experience in investigative techniques, inter-group relations, human resources, or related field.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).