

DESCRIPTION: Under limited supervision, independently completes assigned case load investigating 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, building written cases that allow for the Equal Opportunity Commission's determination as to reasonable cause or no reasonable cause; conduct initial interviews and 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 second level in the Equal Opportunity Commission Investigator series. This class reflects the full performance level where incumbents work their assigned case load to independently conduct EOC investigations and provide intake services. The Equal Opportunity Commission Investigator I class differs in that it is a training class where incumbents learn how to conduct EOC investigations and intake interviews, while the Equal Opportunity Commission Investigator III/Lead Worker class is responsible to lead and monitor the work activities of lower level Equal Opportunity Commission Investigators.

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.)

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

Independently investigates and completes assigned case load as determined by agency management.

Interviews complainant and locates and interviews witnesses to clarify allegations.

Interviews respondent to ascertain reasons for action taken; obtains comparative evidence to verify respondent's position; reviews and obtains an explanation of records.

Conducts on-site investigations as needed to obtain necessary information.

Conducts settlement discussions with complainant and respondent.

Maintains detailed records, initiates and composes correspondence and compiles case files on assigned cases.

Under limited supervision, analyzes information obtained during the investigation and writes an evidentiary case report, utilizing a computer, in an objective fashion that allows for informed determinations of reasonable cause or no reasonable cause by the Commission and or Executive Director.

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

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

Interviews persons who wish 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: Nebraska Equal Opportunity Commission policies and regulations; the Nebraska Fair Employment Act, the Nebraska Age Discrimination Act, the Nebraska Fair Housing Act, the Act Prohibiting Equal Enjoyment of Public Accommodations, and the Equal Pay Act of Nebraska; techniques and procedures used in interviewing, fact-finding and conducting investigations; community and other resources pertinent to investigations and intakes.

Skill in: analyzing situations and information concerning employment policies and practices and relating them to relevant statutes and case law; interviewing and conducting settlement discussions; summarizing evidence in a concise, thorough, written report.

Ability to: operate a computer to perform job duties; work efficiently with limited supervision; plan, structure and schedule investigative work in following up formally entered complaints, and complete written reports, within the framework of established policies and procedures; meet case production and timeliness goals; maintain effective working relationships with coworkers and management staff.

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, case management, detailed report writing, inter-group relations, human resources, or related field and experience working as a Nebraska Equal Opportunity Commission Investigator I.

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).