

STATE OF NEBRASKA CLASS SPECIFICATION
**EQUAL OPPORTUNITY COMMISSION INVESTIGATOR III/
LEAD WORKER**

EST: 12/05- REV: 10/11
CLASS CODE: A62634

DESCRIPTION: Under administrative direction, serves as a lead worker/subject matter expert within the Nebraska Equal Opportunity Commission. Provides guidance and assistance to investigators and support staff regarding charges, laws, jurisdiction, filings, conciliation, etc.; Assists with training staff and public education/outreach efforts; processes difficult or complex investigations, and fills in for supervisor as needed; 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 third level in the Equal Opportunity Commission Investigator series. This class reflects full performance and responsibility to lead and monitor the work activities of lower level Equal Opportunity Commission Investigators which differs from the Equal Opportunity Investigator I and Equal Opportunity Investigator II levels which do not have lead worker responsibilities assigned. This class is also distinguished from the Equal Opportunity Commission Investigator Supervisor class by absence of full-fledged supervisory duties.

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.)

Assists investigators who handle intake services to provide technical assistance to public inquiries; ensures charges are properly framed and formatted.

Reviews charges drafted by investigators for proper laws, harm, basis, and jurisdiction.

Provides guidance and assistance to investigators; answers technical/subject matter questions concerning legal issues, jurisdictional areas, charge processing and dual filings.

Assists with investigator training, conciliations, mediations and/or compliance issues.

Reviews responses to charges to identify jurisdictional issues; collects evidence to resolve any jurisdictional issue and processes these cases.

Will travel between agency offices to perform job duties and to cross train in all environments and with all staff members; will build cohesive rapport between offices with consistent application of laws, procedures and processes by serving in subject matter expert role.

Investigates charges of discrimination (minimal and extended), analyzes initial case information, interviews parties and witnesses, conducts settlement and conciliation discussions; prepares detailed evidentiary report analyzing preponderance of evidence.

Organizes and maintains electronic and hard copies of case files, including a log of activities and time spent on investigative activities.

Inspects design and construction of multi-family dwellings (with 4 or more units) to determine compliance with Fair Housing Act accessibility guidelines as part of investigation efforts.

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 Practice 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; policies, procedures and practices of the Commission; general concepts of legal procedures, evidence, and administrative investigative practices; history and social dynamics of discriminatory practices; community and other resources pertinent to investigations and intake; theories of discrimination; court precedents and Attorney General Opinions; widely divergent employment and housing conditions, policies, practices and systems.

Skill in: planning, directing, and reviewing the work of assigned staff; guiding and instructing others in an understandable, respectful and professional manner; analyzing complex investigative problems and determining solutions; dealing with the public and the parties to actions brought before the Commission in order to further the education and conciliation duties of the Commission, and to assure cooperation.

Ability to: work efficiently with limited supervision; effectively communicate with all staff members, the public and parties to actions before the Commission; plan, structure and schedule investigative work in following up formally entered complaints within the framework of established policies and procedures; work effectively with people of all social, economic, racial and cultural backgrounds to further the mission of the Commission; make appropriate decisions regarding investigative activities.

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 as a Nebraska Equal Opportunity Commission Investigator II.

SPECIAL NOTES:

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).