

STATE OF NEBRASKA CLASS SPECIFICATION
**EQUAL OPPORTUNITY COMMISSION INVESTIGATOR
SUPERVISOR/UNIT DIRECTOR**

EST: 09/80 - REV: 10/11
CLASS CODE: V62635

DESCRIPTION: Under administrative direction supervises an operations section of the Nebraska Equal Opportunity Commission including the training and supervision of assigned investigative and support staff; assists in developing and administering agency policies to ensure statewide compliance with Equal Opportunity laws; 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 fourth level in the Equal Opportunity Commission Investigator series. This class is distinguished from the other levels because it is responsible for the full scope of supervising lower levels within the series.

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.)

Supervises and reviews the work of assigned investigative staff by conducting periodic briefing sessions, in-depth case reviews, and reviewing case summaries and Letters of Determination to ensure all relevant evidence has been identified and reported; the evidence has been presented in a balanced manner; the investigator has followed agency investigative protocols; and that the recommended finding is consistent with the evidence presented in the report. Updates CMS with progress notes regarding cases reviewed.

Trains Equal Opportunity Commission Investigator I's on statutes administered by the NEOC and federal agencies, investigation techniques; conducting complainant rebuttal conferences, settlement discussions, on-site investigations, witness interviews, and complainant pre-determination interviews; and technical report writing. Provides training to Commissioners when assigned.

Reviews and compares the work performance of assigned staff with established standards to determine employee performance levels, evaluations and training needs and to recommend appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions to the Executive Director.

Writes reports and decision letters on cases for which the Equal Opportunity Commission has rendered a different decision than that recommended by staff.

Coordinates and conducts mediations, settlement discussions and the conciliation process in accordance with relevant laws and agency policies, rules and regulations.

Supervises assigned support staff to ensure the charges have been mailed to the correct entity on a timely basis; the files have been prepared, follow-up work has been completed.

Reviews unassigned cases from the unit's repository and assigns them to an investigator.

Reviews Westlaw and other legal websites for information regarding court decisions on Equal Opportunity areas of interest.

Coordinate and present public education and training programs; coordinate public information outreach activities; prepare presentation and outreach materials (newsletters, pamphlets, CD programs, etc).

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Attends monthly Commission meetings to provide Commissioners with information on completed investigations and case law.

Prepares unit production reports; attends agency administrative staff meetings; recommends policy and procedural changes relative to intake, investigations, and alternative dispute resolution; follows through on any special administrative assignments as a result of these meetings.

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 Act, the Nebraska Fair Housing Act, the Act Prohibiting Equal Enjoyment of Public Accommodations, and the Equal Pay Act of Nebraska; theories of discrimination; court precedents and Attorney General Opinions; widely divergent employment and housing conditions, policies, practices and systems; Classified System Personnel Rules and Regulations, Collective Bargaining Agreements, and personnel management principles.

Ability to: analyze performance data and summarize into reports; communicate complex or technical information; effectively manage time and coordinate conflicting demands; make appropriate decisions regarding investigative activities; effectively communicate with all staff members, Commissioners, the public and parties to actions before the Commission; work effectively with people of all social, economic, racial and cultural backgrounds to further the mission of the Commission.

Skill in: planning, assigning, directing, and reviewing the work of assigned staff; guiding and instructing others in an understandable, respectful and professional manner; assessing staff training and development needs; 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 assure cooperation; analyzing employment and housing policies and practices in relation to Nebraska Civil Rights laws

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, case management, technical report writing, human resources, or related field and experience as a Nebraska Equal Opportunity Commission Investigator II or III AND experience leading or supervising others.

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).