

HUMAN RIGHTS ENFORCEMENT OFFICER 1

KIND OF WORK

Professional human rights law investigative work.

NATURE AND PURPOSE

Under general supervision/procedural control conducts investigations in response to complaints submitted by the public for the purpose of determining whether probable cause exists; recommends a determination; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Interviews witnesses and collects, reviews, and analyzes documents related to charges of discrimination.

Prepares written reports and summaries of investigative activities.

Prepares recommendations for disposition of charges for review and approval by supervisor.

With supervisor's concurrence, may convene investigative fact-finding conferences attended by parties to a charge and their local counsel.

With supervisor's concurrence and in conjunction with a Human Rights Enforcement Officer 2 or Supervisor, may assist parties in the negotiation of a pre-determination settlement agreement.

Responds to telephone inquiries from charging parties and respondents concerning the status of charges or compliance activities.

Conducts on-site reviews of the work force and employment practices of State contractors.

Conducts interviews and reviews and analyzes documents relating to compliance status of contractors.

Prepares written summaries of on-site investigative activities.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

State and federal human rights laws, data privacy laws, and agency rules and policy sufficient to interpret and apply relevant governing factors to analyze assigned caseload.

Investigative and research techniques sufficient to develop interrogatives, interview witnesses, collect evidence, analyze records and support recommended determinations.

Ability to:

Communicate orally and in writing sufficient to document and present the facts of the case and present agency position with clarity.

Est.: 12/68
Rev.: 9/84

T.C.: 6/77, 12/79, 9/84
Former Title(s): Human Rights Enforcement
Officer