

**STATE OF CALIFORNIA  
CALIFORNIA CIVIL RIGHTS DEPARTMENT  
DUTY STATEMENT**

<b>Employee Name</b> Vacant	<b>Classification Name</b> CRD Consultant III Specialist	<b>Position Number</b> 326-410-9547-004
<b>Division/Unit</b> Legal Division/Statewide	<b>Date</b>	<b>Prior Incumbent</b>
		<b>Prior Pos # (if applicable)</b>

**SUMMARY OF RESPONSIBILITIES**

Under the general direction of the Staff Services Manager II, the Consultant III Specialist will investigate complaints of unlawful discrimination, harassment and retaliation, and related civil rights violations. The incumbent may also work under the direction of a Sr. CRD Counsel (III, IV or V) who may be acting as lead on a matter. The cases the incumbent will investigate will typically involve group and class matters involving systemic discrimination and high impact individual cases identified by the Legal Division. Duties of the CRD Consultant III Specialist, but are not limited to, the following:

**Description of Essential Functions:**

- 35% Investigate individual, class, group and Director’s complaints involving violations of California and federal civil rights violations under the Fair Employment Act, Civil Code, Title VII, and related laws enforced by the CRD. Gather and evaluate evidence. Draft and serve complaints. Draft correspondence or any documents in furtherance of both investigation and litigation. Draft and serve written discovery (e.g., interrogatories, requests to produce, subpoenas). Conduct interviews of complainants/real parties in interest, respondents/defendants and third-party and expert witnesses in furtherance of both investigation and litigation matters. Assist attorneys in drafting witness declarations and affidavits based on investigative interviews and findings.
- 25% Analyze witness statements, responses to written discovery requests and independently obtained evidence, including statistical data. Prepare confidential reports detailing the investigative findings. Meet with Assistant Chief Counsels and case leads to develop and implement investigative and litigation strategies.
- 20% Organize and maintain testimonial and physical evidence and electronically stored information gathered in the investigations and civil enforcement actions. Manage and provide specific evidence to attorneys, as needed during the course of an investigation or civil enforcement action.
- 10% Prepares and updates reports and logs of Legal Division activities; conducts special projects for the Chief Counsel, Director, and Chief Deputy Director, and other members of the executive staff; and other duties as required.

**Marginal Functions:**

- 5% Prepares for and presents training on civil rights law to the Legal and Enforcement Divisions’ staff, as well as to stakeholders and the public.
- 5% Other duties as required.

### **Desirable Qualifications:**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Demonstrated experience conducting investigations and handling complex civil rights litigation in employment, housing, public accommodations, hate violence, and human trafficking. Experience interpreting and applying law, rules and regulations.
- Ability to draft and produce professional/legal documents in a clear, direct, organized and professional manner. Ability to aggregate and analyze complex data, facts and evidence (e.g., hiring or compensation data).
- Demonstrated experience interviewing witnesses.
- Ability to manage multiple projects/cases. Ability to remain flexible and prioritize emergent tasks as assigned, particularly tasks with impending deadlines.
- Ability to communicate effectively and establish and maintain cooperative working relationships with co-workers and members of the public, display excellent customer service. Demonstrated openness to take direction and accept feedback from supervisors and managers.
- Experience with document review software and case management software.

### **Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without reasonable accommodation.

- Requires ability to communicate diplomatically and professionally with co-workers and members of the public.
- Requires ability to effectively handle stress, and work in a noisy and fast paced environment.
- Requires ability to effectively work remotely with minimal day-to-day or in-person supervision.
- Requires daily use of a telephone and computer in a workstation for 6.5 to 7 hours per day.
- Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.
- May require travel to areas of the state that do not have reliable public transportation.

### **Supervision Exercised:**

In capacity of lead investigator in complex group and class actions or high impact individual claims, the CRD Consultant III Specialist may act as a lead and delegate and review the work of other investigators and legal analysts.

### **Administrative Responsibility:**

Adheres to all applicable laws, rules, policies and procedures.

### **Supervision Received:**

The Consultant III Specialist receives supervision and direction from the Staff Services Manager I and may receive direction from the Deputy Chief Counsel and the Assistant Chief Counsels.

### **Personal Contacts:**

The CRD Consultant III Specialist has daily contact with Departmental management and staff, complainants, respondents, legal representatives, control agency representatives, and the general public.

**Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in such information being released to unauthorized persons and/or incorrect information forming the basis for personnel management decisions.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date