Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Enforcement	Analyst II	326-XXX-5393-XXX
UNIT/PROGRAM/SECTION	**EFFECTIVE DATE**	**CBID**
Employment Team 2	TBD	R01
INCUMBENT	**REPORTING LOCATION**	**IMMEDIATE SUPERVISOR**
TBD	TBD	TBD

POSITION DESCRIPTION

Under direction of the Supervisor I (SUP I), Supervisor II (SUP II) and may also receive directions from the Assistant Deputy Directors or Deputy Directors, the incumbent performs a variety of tasks. The Analyst II (A II) provides professional, quality service and accurate information to the public by accepting, gathering, and analyzing investigative data, and investigating and resolving complaints of unlawful discrimination in employment, housing, and public accommodations, and from hate violence and human trafficking. This is a full journey-level position.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	**Investigation:** Conducts neutral fact-finding investigations into complaints of discrimination. Conducts on-site investigations, as warranted. Interviews and gathers information from complainants, respondents, and various witnesses. Review and analyze documents, testimony, and issues with reference to the appropriate interpretation and application of civil rights laws, rules, and regulations. Prepares a report pertaining to each investigation completed in accordance with Departmental procedures/guidelines. Determine whether it appears that a violation of the law has occurred.
25%	**Intake:** Conduct Intake interviews and determines whether complaints should be accepted for investigation or rejected. Analyzes issues with reference to the appropriate interpretation and application of various civil rights laws, rules, and regulations. Solicits sensitive information in a tactful manner for purposes of drafting complaints of discrimination. Craft complaints of discrimination demonstrating how prima facie elements were met. Serve complaints of discrimination and supplemental questions on Respondents and secure responses.
15%	**Case Management:** Maintains all case-related information in the department's case management system(s). Maintains proper records in compliance with Departmental procedures. Maintains case diaries to reflect changes of address, dates of correspondence and contacts, and the content of conversations and interviews.
10%	**Settlement Negotiations:** Explores resolution and negotiates settlements between complainants and respondents. Prepares for and participates in formal settlement conferences with the District Administrator, complainant(s) and respondent(s). Prepares settlement documents. Refer to and monitor cases in the Dispute Resolution Department.
5%	**Discovery:** Prepares formal discovery (e.g., interrogatories, subpoenas). Meets time frames based on established guidelines for case investigation and as set forth by statutory requirement(s).

Duty Statement

MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. May participate in seminars and interact with various respondents and community groups.

DESIRABLE QUALIFICATIONS:

- Experience in or knowledge of complete investigative techniques, methodology and/or settlement of complaints.
- Ability to communicate effectively and establish and maintain cooperative working relationships with co-workers and members of the public and display excellent customer service skills.
- Ability to operate a computer and knowledge of Excel and Word software programs.
- Ability to interpret and apply laws and regulations to specific situations.
- Ability to follow oral and written instructions and established procedures.
- Ability to gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations, and participate effectively in investigations and interviews.
- Ability to prepare written documents and accurate detailed reports clearly and concisely.
- Experience working as a project leader or coordinating the efforts of representatives on projects.
- Ability to speak a second language (bilingual) or American Sign Language preferred but not required.

Special Personal Characteristics

Ability to function in sensitive areas in a tactful and judicious manner; willingness to work irregular hours and to travel widely within an assigned area; demonstrated objectivity and emotional stability.

TYPICAL WORKING CONDITIONS:

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.

- Requires the ability to effectively handle stress, and work in a noisy and fast-paced environment.
- Requires daily use of a telephone, computer, monitor, keyboard, and mouse in a workstation for 6.5 to 7 hours per day.
- Requires ability to lift case files, office supplies, books, and manuals (up to 20 lbs.).
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.
- Requires occasional driving to conduct on-site investigations.

TELEWORK DESIGNATION:

This position is designated as telework eligible hybrid.

SPECIAL REQUIREMENTS:

Special Personal Requirements

Demonstrate ability to act independently, open-mindedness, flexibility, and tact.

Duty Statement

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE

Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Enforcement	Analyst I	326-XXX-5157-XXX
UNIT/PROGRAM/SECTION	**EFFECTIVE DATE**	**CBID**
Employment Team 2	TBD	R01
INCUMBENT	**REPORTING LOCATION**	**IMMEDIATE SUPERVISOR**
TBD	TBD	TBD

POSITION DESCRIPTION

Under supervision of the Supervisor I (SUP I) or Supervisor II (SUP II) and may also receive directions from the Assistant Deputy Directors or Deputy Directors, the incumbent performs a variety of tasks. The Analyst I (A I) provides professional, quality service and accurate information of more varied complexity to the public by accepting, gathering, and analyzing investigative data, and investigating and resolving complaints of unlawful discrimination in employment, housing, and public accommodations, and from hate violence and human trafficking. This is the **entry through first journey level position**.

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ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	**Investigation:** Conducts neutral fact-finding investigations into complaints of discrimination. Conducts on-site investigations, as warranted. Interviews and gathers information from complainants, respondents, and various witnesses. Review and analyze documents, testimony, and issues with reference to the appropriate interpretation and application of civil rights laws, rules, and regulations. Prepare reports pertaining to each investigation completed in accordance with Departmental procedures/guidelines. Determine whether it appears that a violation of the law has occurred.
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%	**TASK/DUTIES**
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- Ability to interpret and apply laws and regulations to specific situations.
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