

## SENIOR CIVIL RIGHTS INVESTIGATOR

### NATURE OF WORK

This is advanced technical work processing complaints alleging discrimination in employment, housing and public accommodations.

Work involves the responsibility for performing both field and office work in the intake, investigation and conciliation of discrimination complaints, and informing concerned parties on matters concerning policies and procedures relative to the filing and processing of Equal Opportunity complaints. Work involves the application of standard practices to intake, investigation and conciliation work both within and outside the municipal government structure. Although new or unusual circumstances are usually referred to the Equity and Diversity Officer for advice and assistance, work is ordinarily performed independently following established departmental regulations and investigatory methods. This position reports to the Equity and Diversity Officer who assigns, reviews and approves work for program effectiveness and conformance with established laws and policies through review of records, reports, regulations and legal precedents. Supervision may be exercised over subordinate employees.

### EXAMPLES OF WORK PERFORMED

Assists the Equity and Diversity Officer in conciliation and pre-determination settlement conferences with aggrieved parties and respondents.

Assists the Equity and Diversity Officer in diversity, equity and inclusion initiatives and efforts within City Hall and the city of Lincoln, including assistance the formulation of recommendations on policy matters to be made to the Human Rights Commission; participates in conferences and assists in carrying out the goals of the Commission.

Conducts intakes, conciliations and investigations concerning complaints of discrimination based on established law; obtains factual evidence; explains the policies and procedures involved in the filing and processing of Equal Opportunity complaints; and explains current civil rights law.

Documents factual evidence of investigated discrimination complaints as raised by the charging party and respondent; presents evidence to the Equity and Diversity Officer; prepares reports of the investigations to present to the Equal Opportunity Officer and, ultimately, the Commission on Human Rights.

Develops and conducts educational and outreach programs and trainings for various audiences concerning issues of discrimination, diversity, equity and inclusion; prepares, edits, selects, assembles, and distributes educational and outreach materials, including a variety of formats, on these issues.

Performs education, outreach, intake, interview and inspection duties within the community; develops working relationships and collaborative projects with partner organizations and agencies.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the psychological and social forces involved in the integration of disadvantaged groups into the economy and culture of a community.

Considerable knowledge of federal, state, and local civil rights laws.

Ability to apply legal premises to a fact situation in order to arrive at a conclusion of law.

Ability to maintain objective standards in the evaluation and handling of assigned work projects.

Ability to listen and interview persons, including individuals from diverse cultural, ethnic, and economic backgrounds, and issue relevant reports on the same.

Ability to collect and analyze information, evidence and data and prepare timely reports on the same.

Ability to effectively express facts or ideas both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, government agencies, complainants, respondents and the general public.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by two years advanced training in the social sciences plus six months of experience processing complaints alleging discrimination in employment, housing and public accommodations or advocating on civil rights / anti-discrimination issues or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

4/82

Revised 5/20

PS2254