

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: An Equal Employment Opportunity Specialist is responsible for conducting timely, unbiased, thorough workplace investigations into alleged violations of City policy/rules and federal, state, and local laws prohibiting discrimination, harassment, retaliation, and related misconduct. Responsibilities include complaint intake; preparing investigation plans and strategies; identifying witness and evidence; interview question development; witnesses interviews including complainants and accused parties; reviewing pertinent documentation and employment records; documenting all aspects of the investigation; analyzing evidence and making appropriate findings and conclusions; drafting concise, thorough, well-organized, and articulate investigation reports; maintaining all records in compliance with public records laws; and case closeout. Additional duties include consulting with the City Attorney's Office for legal guidance and advice when appropriate; meeting with Department Director/managers and Human Resources personnel to assess employee issues and develop action plans; recommending appropriate remedial action to Department Directors and managers; and providing citywide anti-discrimination/retaliation training. Incumbents may also be expected to perform fact-finding duties and prepare position statements in response to EEOC Charges. Incumbents are expected to keep abreast of anti-discrimination laws, regulations, and policies, including Title VII of the Civil Rights Act of 1964, Title I of the Americans with Disabilities Act, the Pregnancy Discrimination Act and Pregnant Workers Fairness Act, and the City of Mesa Non-Discrimination Ordinance.

Distinguishing Features: This position requires the ability to conduct complex workplace investigations of a sensitive nature, sometimes involving high-level City officials and/or managers. The incumbent must exercise the utmost discretion and considerable independent judgment and initiative in performing the job responsibilities and prioritizing workload. The incumbent works in the Equal Employment Opportunity Office under the direction, management, and supervision of the Equal Employment Opportunity Director. Work is reviewed through reports, conferences, and the evaluation of results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Human Resources, Business Administration, Public Administration, Law, Psychology, or a related field and considerable (3 - 5 years) professional-level work experience in the evaluation and investigation of civil rights discrimination and harassment complaints and/or training on equal employment opportunity laws and regulations.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Experience examining or interviewing witnesses, assessing witness credibility, and drafting complex documents, as well as knowledge of federal and state employment laws and regulations is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with City Management, the City Attorney's Office, Human Resources, Department Directors, managers/supervisors, employees, contractors/vendors, and the general public. Drafts effective written reports and makes effective oral presentations. Provides guidance and recommendations to management. Communicates with employees about sensitive subject matters.

Manual/Physical: Operates a variety of standard office equipment and computer programs. (Examples: laptop, personal computer, copy machine, recording equipment, etc.)

Mental: Actively manages all aspects of workplace investigations. Analyzes, organizes, and synthesizes data. Prioritizes own work assignments. Applies law and policies/rules to facts and conclusions. Exercises independent judgment and considerable discretion. Handles stressful, tense interactions.

Knowledge/Skills/Abilities:

Knowledge of:

State, federal, and local employment laws and regulations in particular anti-harassment and discrimination laws/;
civil rights laws and court rulings;
public records law. Confidentiality laws, attorney-client privilege, conflicts of interest, and *Garrity* and *Weingarten*;
City Personnel Rules and Management Policies;
effective report writing techniques and methods;
statistical analysis, methods, and techniques;
common supervisory practices and management principles; and
investigation and interview techniques.

Ability to:

handle tense interactions and conflict appropriately;
identify and take appropriate action on threats to workplace safety;
conduct thorough, impartial, timely, and efficient workplace investigations;
draft effective reports and produce written documents with clearly organized thoughts using proper sentence construction, grammar, and punctuation;
describe and analyze complex facts and draw appropriate conclusions supported by applicable laws, regulations, policies, and rules;
handle complex employment matters;

plan, organize, prioritize work assignments;
communicate effectively both orally and in writing; and
maintain positive working relationship with the City Manager's Office, City Attorney's Office, Human Resources, and City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/24

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 55-200

PAY GRADE: 51

IND-9410

SWORN-No