

STATE AND CONSUMER SERVICES AGENCY

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

UNIT: Bakersfield, Elk Grove, Fremont, Fresno, Los Angeles District Offices

CLASSIFICATION: Fair Employment & Housing Consultant I or
Fair Employment and Housing Consultant II

SALARY: \$2817-\$4446 / \$4400-\$5348

FINAL FILING DATE: Until Filled

BILINGUAL PREFERRED

SCOPE OF POSITION: DUTIES WILL BE COMMENSURATE WITH LEVEL OF HIRE

The incumbent performs a variety of tasks under the (close) supervision of the District Administrator, Regional Administrator or Consultant III (Supervisor). The incumbent provides professional, quality service and accurate information to the public by accepting, investigating, and resolving the (less) complex complaints of employment and housing discrimination, denial of services by a public accommodation, and acts of hate violence under the Fair Employment and Housing Act, the Ralph Civil Rights Act and the Unruh Civil Rights Act. FEH Consultant I is the entry-level and the FEH Consultant II is the full journey level to the Consultant Series.

ESSENTIAL FUNCTIONS:

Conducts neutral fact-finding investigations into complaints of discrimination. Analyzes issues with reference to the appropriate interpretation and application of civil rights laws, rules, and regulations. Prepares formal discovery (e.g., interrogatories, subpoenas), interviews witnesses, reviews and analyzes documents. Meets time frames based on established guidelines for case investigation and as set forth by statutory requirement(s). Determines whether a violation of the law has occurred. Prepares reports and maintains records pertaining to completed investigations in compliance with Departmental procedures and policies. Updates and maintains the Department's case management system to reflect current information. Participate in case grading meetings with attorneys from the Legal Division.

Interviews complainants. and determines whether complaints should be accepted or rejected for investigation Interprets and explains areas of Departmental jurisdiction to prospective complainants and respondents. Drafts complaints.

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.

KNOWLEDGE AND ABILITIES:

Fair Employment and Housing Consultant I

Knowledge of: Intergroup relations and problems of protected groups such as ethnic minorities, women, physically handicapped, senior citizens, etc..; methods and techniques of promoting equal opportunity; investigation and interviewing techniques; current labor, employment and housing conditions and trends; methods of compiling and presenting data in studies related to the Department of Fair Employment and Housing's jurisdiction.

Ability to: Interpret and apply California's Fair Employment and Housing laws and rules and regulations of the Fair Employment and Housing Commission; analyze data; communicate effectively; deal creatively, tactfully, and effectively with sensitive problems of civil rights law enforcement; analyze situations accurately and take effective action; establish and maintain cooperative relationships with those contacted in the work.

Fair Employment and Housing Consultant II

Knowledge of: All of the above, and comparable Federal statutes; California Fair Employment and Housing laws and Department policies and procedures; and rules of evidence.

Ability to: All of the above, and; conduct difficult and involved investigations of alleged violations of Fair Employment and housing laws; speak before groups in an effective and convincing manner.

DESIRABLE QUALIFICATIONS:

- Experience in or knowledge of investigative techniques and methodology;
- 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;
- Excellent organizational and research skills with attention to detail;
- 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 interpret and apply laws and regulations to specific situations;
- Ability to prepare written documents and accurate detailed investigation reports clearly and concisely;
- Ability to follow oral and written instruction and established procedures;
- Ability to operate a computer and knowledge of Excel and Word software programs.

WHO SHOULD APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility; or be reachable on an appropriate employment list. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:
Department of Fair Employment and Housing/Human Resources
2218 Kausen Drive, Suite 100 Elk Grove, CA 95758
(916) 585-7123 TTY (916) 226-5285

ISSUE DATE: 1/9/2013

RPA #: 13-049

Position #: 326-256-9511/9513-XXX