

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DUTY STATEMENT**

Employee Name	Classification Name FEH Consultant III (Spec.)	Position Number 326-XXX-9547-XXX
Division/Unit Enforcement/Los Angeles/Bakerfield Employment	Date	Prior Pos# (if applicable)

The incumbent performs a variety of tasks under the supervision of the Chief of Enforcement or District Administrator or Regional Administrator and may take direction from the Chief of Enforcement. The Consultant III provides professional, quality service and accurate information to the public by accepting, investigating, and resolving 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 and Ralph Civil Rights Act, and the Unruh Civil Rights Act. This is the nonsupervisory, technical specialist FEH Consultant level position.

Essential Functions

- 25% **Investigation**: Independently, conducts the more technical complex objective fact-finding investigations into complaints of discrimination of complex or difficult nature. Analyzes the more complex technical issues with reference to the appropriate interpretation and application of civil rights laws, rules, and regulations. Prepares formal investigative discovery (e.g., interrogatories, subpoenas), interviews witnesses, reviews and analyzes documents. Meets time frames based on established guidelines for technical case investigation and as set forth by statutory requirement(s). Conducts the more complex on-site investigations, as warranted. Determines whether a violation of the law has occurred. Prepares a report pertaining to each investigation completed in accordance with departmental procedures/guidelines.
- 20% **Settlement Conferences**: Explores resolution and negotiates the more highly complex settlements between complainants and respondents. Prepares for and participates in the settlement conferences with the District Administrator, or Consultant III (Supervisor), complainant(s) and respondent(s). Prepares the highly complex settlement documents which must be completed with considerable independence, minimal review, and substantial authority.
- 20% **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 case activity, including changes of address, dates of correspondence, interviews and contacts, and the content of interviews and conversations.
- 20% **Complaint Intake**: Interprets and explains areas of Departmental jurisdiction to prospective complainants and respondents. Determines whether complaints need to be accepted, amended or corrected. Analyzes the more complex technical issues with reference to the appropriate interpretation and application of various civil rights laws, rules, and regulations. Solicits sensitive information in a tactful manner.

Marginal Functions

5% Other: Attends Department meetings. Acts in a lead capacity over Consultant I, II's and Office Technicians when assigned. May participate in seminars and interact with various respondent and community groups. Performs as a subject matter expert, train, field questions, and issues from Consultant I, II's and other duties, as assigned.

Knowledge and Abilities

Knowledge of intergroup relations and problems of protected groups such as ethnic minorities, women, persons with disabilities, 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; comparable Federal statutes; California Fair Employment and Housing laws and Department policies and procedures; and rules of evidence; specialized areas of equal employment and/or fair housing principles and practices or other areas of concern to the Department's programs.

Ability to interpret and apply California's Fair Employment and Housing laws and rules and regulations; 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; conduct difficult and involved investigations of alleged violations of Fair Employment and Housing laws; speak before groups in an effective and convincing manner; to apply research and development and program management techniques and methodologies.

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 problem solving abilities; ability to manage conflict, remain calm and flexible, and prioritize emergent tasks as assigned, particularly tasks with impending deadlines.

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

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- Requires occasional travel to conduct on-site investigations.

Supervision Received:

The FEH Consultant III (Specialist) receives general supervision from the District Administrator and may receive direction from the Regional Administrator or Chief of Enforcement.

Supervision Exercised:

None.

Personal Contacts:

The FEH Consultant III (Specialist) has daily contact with Departmental management and staff, complainants, respondents, legal representatives, and the general public.

Working Conditions:

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

Actions and Consequences:

The FEH Consultant III (Specialist) must adhere to all applicable laws, rules, policies, and procedures, including but not limited to the Department’s Enforcement Directives, Administrative Manual, Clerical Manual, Case Analysis Manual, Pre-Accusation Discovery Manual, and any directions received from Departmental management personnel. The FEH Consultant III (Specialist) interacts professionally and appropriately with a wide range of persons, internal and external to the Department, including other Department employees, complainants, respondents, attorneys and community-based organizations. The FEH Consultant III (Specialist) is a nonsupervisory more technical complex position requiring daily interaction with the public and the processing of time-sensitive and confidential documents. A failure to process work promptly, accurately and with good judgment could result in the rights of complainants and/or respondents, as set forth in the Fair Employment and Housing Act, Ralph Civil Rights Act and the Unruh Civil Rights Act being jeopardized and/or compromised. Failure to use good judgment in handling sensitive and confidential information could result in violation(s) of individual privacy rights.

Certification of the Employee:

I have read and understand the duties as described above for the FEH Consultant III (Specialist). I meet the 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