

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

Employee Name	Classification Name	Position Number
	FEH Consultant III (Specialist)	326-203-9547-001
Division/Unit	Date	Prior Pos #(if applicable)
Enforcement/Development & Training Unit		326-203-5393-001

**SUMMARY OF RESPONSIBILITIES**

The FEH Consultant III (Specialist) performs a variety of investigatory training, policy development functions and other tasks under the supervision of the Chief of Enforcement or Regional Administrator, and may also receive direction from the Staff Services Manager II (Specialist) working in the Development and Training Unit. The FEH Consultant III (Specialist) conducts the planning, development, organizing, and coordinating of training for the Enforcement Division; assists in the revision of Enforcement Division policy and procedural manuals and preparation of other documents in accordance with laws enforced by the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act and the Disabled Persons Act.

**Essential Functions:**

- 35% Independently prepares, coordinates, and conducts investigatory training for the Enforcement Division; interfaces effectively with those within the Enforcement Division and Department as well as community groups; promotes and supports civil rights principles and the mission of the Department by enforcing the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act and the Disabled Persons Act. Conducts studies and assessments utilizing both formal and informal methods including interviews, surveys, and course evaluations to analyze and determine training effectiveness in order to make changes and improvements to the development and training of the Consultant Investigator Academy and other training pertaining to employment and housing discrimination, denial of services by a public accommodation, and acts of hate violence.
- 35% Reviews and makes recommendations in the establishment and revision of the Enforcement Division policy and procedural manuals and course materials. Coordinates and develops the planning and production of informational and training materials. Researches, makes recommendations, and ensures training policies and materials are in alignment with applicable laws, rules, and regulations enforced by the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act, and the Disabled Persons Act.
- 20% Assist with the development of outreach materials; maintains the Enforcement Division page on the Department's intranet and revisions relative to the Enforcement Division; prepare for and serve as a speaker at public forums and seminars. Maintains all records of training and speaking engagements for the unit.
- 10% Develops and implements special projects, coordinates arrangements for all training sessions for the Enforcement Division, and may assist with the most complex investigations

as needed and others 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 and 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 the most 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 Requirements**

Demonstrated ability to act independently and be open-minded, flexible and tactful. Ability to apply principles and methods of adult learning, coaching, group facilitation and leadership; training methodologies, resources and equipment; principles of written and verbal expression to effectively communicate ideas, thoughts and presentations; evolving training and development trends and best practices to effectively develop content, training delivery and effectiveness; differences in individual technical skill levels; equipment and software programs used for presentations, database and spreadsheets and word processing; analyze, design, implement, evaluate and improve training; writing procedural policies and manuals.

Plan, organize, conduct and evaluate training programs; train individuals of varying skill levels; read, write and speak effectively to convey information to others; gain and maintain the confidence and cooperation of those contacted during the course of work; work effectively as a member of a team and with other training professionals; work independently; complete all tasks in a detailed manner and organize and maintain large amounts of files, projects, materials, etc.; effectively work with difficult or uncooperative individuals; adapt to changing priorities, technology and procedures; accurately and effectively maintain one's own schedule and manage one's time; manage multiple tasks and priorities and meet due dates timely and accurately; use Microsoft Word, PowerPoint, Outlook, Excel and Adobe Acrobat.

### **Work Environment, Physical, or Mental Abilities**

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 approximately 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- Requires occasional travel to conduct on-site presentations.

### **Supervision Received:**

The FEH Consultant III (Specialist) receives general supervision from the Regional Administrator and direction from the Chief of Enforcement. May receive guidance and oversight from the Staff Services Manager II (Specialist).

### **Supervision Exercised:**

None

### **Administrative Responsibility**

The FEH Consultant III (Specialist) requires excellent writing and analytical skills; the ability to work independently and to speak and write clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with different time frames.

### **Personal Contacts**

The FEH Consultant III (Specialist) has daily contact with departmental management and staff and with external representatives of public, private and community-based organizations.

### **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 Regulations, Enforcement Directives, Administrative Manual, Supervisor's Manual, and any directions received from Departmental management personnel. The FEH Consultant III (Specialist) interacts appropriately with a wide range of persons, internal and external to the Department, including other Department employees, and with external representatives of public, private and community-based organizations. Appropriately communicates information of a sensitive nature. The FEH Consultant III (Specialist) is a sensitive position and may be responsible for and exposed to time-sensitive and confidential documents or information. Failure to use good judgment in use of that information could compromise the privacy of Department staff and result in sensitive information being released to unauthorized persons.

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.

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date