

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND 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.

DIVISION/UNIT: EXECUTIVE PROGRAMS/OUTREACH & EDUCATION

CLASSIFICATION: GRADUATE STUDENT ASSISTANT - JC-119477 (Elk Grove)
JC-119516 (Los Angeles)

TENURE: TEMPORARY ASSIGNMENT (TAU)

TIMEBASE: INTERMITTENT (20 hours/week)

SALARY:

RANGE A:	\$2333.00 - \$2593.00	RANGE E:	\$2844.00 - \$3189.00
RANGE B:	\$2519.00 - \$2801.00	RANGE F:	\$2964.00 - \$3319.00
RANGE C:	\$2610.00 - \$2930.00	RANGE G:	\$3220.00 - \$3639.00
RANGE D:	\$2718.00 - \$3051.00		

FINAL FILING DATE: UNTIL FILLED

The Executive Programs Division is currently seeking to fill multiple positions for a Graduate Student Assistant in Elk Grove and/or Los Angeles in their Outreach and Education Unit for a Temporary Assignment of six months, with the possibility of extending the term.

ABOUT US:

The mission of the Department of Fair Employment and Housing (DFEH or Department) is to protect Californians from employment, housing and public accommodation discrimination, human trafficking, and hate violence. The DFEH is the largest state civil rights agency in the country. The DFEH's statutory mandate is to protect the people of California from employment, housing and public accommodations discrimination and hate violence pursuant to the California Fair Employment and Housing Act (FEHA), Unruh Civil Rights Act, Disabled Persons Act, and Ralph Civil Rights Act. The Department has jurisdiction over both private and public entities operating within the State of California, including corporate entities, private sector contracts granted by the State of California, and all State departments and local governments.

The DFEH receives and investigates discrimination complaints in its five offices throughout California. Three regional/district offices handle employment, public accommodations and hate violence cases, two district offices handle housing cases, and a special unit focuses on systemic discrimination cases statewide. In addition, there are two legal offices that prosecute cases.

ESSENTIAL FUNCTIONS:

Under the supervision and training capacity of the Deputy Director of Executive Programs and under the team leadership of the Staff Services Manager I (SSM I) (Specialist) Outreach & Education Coordinator, the Graduate Student Assistant will primarily be responsible for administering a telephone survey of California employers about their anti-harassment and diversity policies and training practices. This survey is an outgrowth of Department's Task Force on the Prevention of Sexual Harassment in the Workplace, established in May 2016. The results of the survey will be used to make recommendations about California's legal landscape surrounding harassment in the workplace, as well as inform the Department

about the need for additional training and resources for employers in this area. This position requires exceptional communication skills, resourcefulness, and attention to detail. This is a remote work position that may involve occasional in-office meetings or trainings in either Elk Grove or downtown Los Angeles. These duties will primarily, but not exclusively, be carried out during the core business hours of 8:00 AM to 6:00 P.M.

Duties included, but are not limited to the following:

Research contact information for designated employers; make multiple telephonic and electronic contacts with employers to attempt to reach the most appropriate person to speak to about the survey.

Schedule a time to conduct the survey via the telephone, and following through with this contact; conduct survey and record answers.

Maintain a careful record of attempted outreach and results and explain to employers the purpose of the survey.

Other survey-related duties assigned may include, but are not limited to discussing survey responses with the Deputy Director and the SSM I, providing feedback about survey methods, or obtaining training.

DESIRABLE QUALIFICATIONS:

Basic familiarity with anti-discrimination legal principles helpful but not required.

Ability to research contact information; input data into an electronic form; communicate effectively; gain and maintain the confidence and cooperation of those contacted during the course of work; utilize computers and software; listen carefully and take detailed notes; maintain data in an organized fashion; maintain and keep appointments.

Special Personal Requirements:

- Excellent verbal and written communication skills
- Excellent research and analytical skills
- Willingness to make cold calls
- Exceptional tact and the ability to demonstrate good independent judgment
- Must be self-motivated and able to work independently as survey calls will be conducted remotely
- Must be able and willing to develop rapport with those being interviewed

KNOWLEDGE AND ABILITIES:

Knowledge of: General concepts and principles involved in the departmental assignment.

Ability to: Reason logically; establish and maintain effective working relationships; draw sound conclusions and make appropriate recommendations.

Special Personal Characteristics:

Interest and aptitude in the work; willingness to do routine work in order to learn; high ethics and moral standards.

WHO SHOULD APPLY:

Applicants must be reachable on a current employment list for this classification (for quick access to the examination bulletins, please visit <https://www.dfeh.ca.gov/jobs/>), or be a current or former State employee with transfer or reinstatement eligibility for this classification. 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. The screening criteria are based on the Desirable Qualifications noted above. Please ensure that your cover letter, application and/or resume reflect these criteria.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx> and enter the Classification Title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application.

APPLICATION INSTRUCTIONS:

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

You are required to turn in a copy of the Fall season's proof of enrollment in order to be considered.

HOW TO APPLY:

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

SEND COMPLETED EXAMINATION/EMPLOYMENT APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Human Resources Office – Cristina Granado
2218 Kausen Drive, Suite 100, Elk Grove, CA 95758
Phone (916) 585-7125 TTY (916) 226-5285

ISSUE DATE: July 20, 2018
RPA #: 19-002, 003, 004, 005, 006, 007
Position #: 326-104-4872-959