

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

Employee Name	Classification Name	Position Number
Vacant	FEH Consultant III (Specialist) LT	326-104-9547-001
Division/Unit	Date	Prior Pos# (if applicable)
Executive Programs/ Outreach & Education	10/9/20	

SUMMARY OF DUTIES AND RESPONSIBILITIES

Under the direction of the Assistant Deputy Director of Education and Outreach, the FEH Consultant III (Specialist) serves as the Outreach and Education Specialist for the Department of Fair Employment and Housing (DFEH). The Outreach and Education Specialist develops and implements effective education and outreach initiatives that advance the Department's mission of eliminating discrimination in the State of California. Duties include but are not limited to:

Essential Functions

- 30% Conduct research in support of DFEH outreach and education initiatives, including effectively reaching underserved communities. Develop targeted outreach campaigns and a stakeholder database. Plan and coordinate educational and outreach activities such as trainings, conferences, meetings, seminars, and other events. For example, coordinate event speakers and handle logistics (such as site research and selection, contracting, budgeting, and travel).
- 25% Develop, organize, and manage departmental library of education and outreach materials. Maintain materials on website and intranet and ensure they remain well organized. Assist with researching, drafting, and the production of new materials and keeping existing materials up to date.
- 20% Ensure outreach and education calendar is kept up to date. Prepare accurate and timely bimonthly and annual reports of activities. Collect and maintain data from outreach and education activities to be included in reports.
- 15% Develop and deploy evaluation tools to measure the effectiveness of DFEH outreach and education activities, as well as surveys and other tools to assess gaps and needs. For example, coordinate a survey of community-based stakeholders that will inform DFEH strategies and goals.

Marginal Functions

- 5% Attend Department meetings. Attend community outreach events to provide general information about the work of DFEH in serving Californians. May participate in seminars and interact with various community groups.
- 5% Other duties as assigned.

Desirable Qualifications

- Knowledge of California's civil rights laws, including the Fair Employment and Housing Act
- Excellent writing and editing abilities
- Ability to interpret and apply laws and regulations
- Ability to analyze data
- Excellent communication skills, such as being able to present orally before a group in an effective and convincing manner
- Ability to establish and maintain cooperative professional relationships
- Ability to deal creatively, tactfully, and effectively with sensitive issues related to civil rights law enforcement
- Ability to analyze situations accurately and take effective action
- Ability to apply research and program management techniques and methodologies
- Excellent organizational skills

Special Personal Characteristics

- Ability to communicate effectively with co-workers and members of the public and display excellent customer service skills
- 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 emotional stability
- Ability to remain flexible and prioritize emergent tasks as assigned, particularly tasks with impending deadlines

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

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

Must adhere to all applicable laws, rules, policies, and procedures, including but not limited to the Fair Employment and Housing Act, Unruh Civil Rights Act, Ralph Civil Rights Act, Disabled Persons Act, DFEH Directives, Administrative Manual, Clerical Manual, and any directions received from Departmental management. 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, complex technical specialist 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 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 capable of performing the essential functions with or without a reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date