

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB049 Senior Civil Rights Investigator
POSITION #/TITLE: 0713 Senior Civil Rights Investigator	Adopted: 01-09
	Revised: 02-16

POSITION DESCRIPTION

Dept: Civil Rights Commission	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 13
Reports To Position #/Job Code #/JC Title: 0897/NB047/Civil Rights Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Investigates charges of discrimination in employment, housing, public accommodation, education, credit and related areas, and performs community education activities; performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Provide work direction to employees in the classification of Civil Rights Investigator or volunteer groups and student internships. Serves as Civil Rights Executive Director in his/her absence, or represents Civil Rights Commission as assigned.

Examples of Essential Work (Illustrative Only)

Supports Civil Rights Director in development, contract and evaluation processes;
Gathers data and information regarding incoming discrimination complaints;
Serves as a peer review for Civil Rights Investigators during case reviews;
Interviews all parties involved in alleged discrimination cases;
Troubleshoots and mediates client issues related to certain law, regulations and statutes related to governmental programs;
Coordinates induction and continuing-education for investigators at the direction of the Civil Rights Director;
Reviews the possibility for mediation and/or conciliation;
Reviews and interprets codes and ordinances which regulate investigation of claims;
Conducts periodic internal audits of employer's compliance with federal and state rules and regulations, as they apply to Government Programs and the governance of client agreements and relationships;
Verifies documents, organizes witnesses and case file for investigation and corroborates all testimony;
Investigates thoroughly civil rights discrimination complaints in a timely manner as is required for a suitable outcome to all parties;
Provides information to the public regarding discrimination issues;
Serves as a witness in civil rights legal proceedings;
Researches case laws and analyzes statistical case data and reviews all current Federal State and local laws to make the appropriate recommendation for the disposition of a case;
Responds to subpoenas as directed;

Responds to information requests from the community regarding civil rights issues;
Provides work direction over the work of employees in the Civil Rights Investigator classification, interns, and volunteers, within the Civil Rights Office and others as applicable;
Assists Civil Rights Executive Director with performance reviews and assists with staffing needs of employees and interns in the Civil Rights Investigator classification within the Civil Rights Office and others as applicable;
Serves as a civil rights consultant to the general public, employers, employees, lending institutions, landlords and other interested parties as requested;
Makes referrals to other appropriate agencies based on the specifics of particular cases;
Develops and maintains community education programs in assigned areas in order to enhance understanding of laws and reduce discrimination;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of all current civil rights statutes, related State and Federal laws, local ordinances from other municipalities and pending State and Federal legislation;
Thorough knowledge of the procedures and practices of civil rights investigation and enforcement;
Thorough knowledge of current programs in diversity and civil rights education;
Thorough knowledge of the social, demographic and economic issues of the City and area;
Thorough knowledge of the resources and services of the area's social service agencies, both public and private;
Good knowledge of legal practices and procedures;
Ability to communicate effectively and maintain working relationships with elected officials, the business community, complainants and the public;
Ability to listen and understand the viewpoints of a wide variety of people from widely diverse social, economic and cultural backgrounds;
Ability in leadership, negotiations, motivation, management and coordination of a work project involving several different parties;
Ability to prepare accurate and reliable reports containing findings and recommendations and conclusions regarding discrimination cases;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Social Sciences or a closely related field; and
Minimum of three years-experience as a Civil Rights Investigator and fulfills the scope of duties at the higher classification; and
Considerable experience in civil rights investigation, education and enforcement; and
Considerable experience in employment and fair housing enforcement; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;

Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;

Sufficient personal mobility, which permits the employee to visit various and other work stations in the City and attend a wide variety of meetings within the City and out of the area.