

## COMPLIANCE INVESTIGATOR II

### NATURE OF WORK

This is responsible professional work in the development implementation and administration of Palm Beach County's Equal Employment and Fair Housing Programs and investigative functions of the office of Equal Opportunity.

An employee in a position allocated to this class is responsible for insuring equal opportunity in employment and housing for groups protected by federal, state and local laws. Work requires the employee to exercise a high degree of independent judgement and initiative in developing policy, programming and procedures. Duties include disseminating EEO, fair housing and job information, investigating complaints of investigation, reviewing investigative files presented by Compliance Investigator I staff, and conducting adverse impact studies. The employee receives guidance and direction from the EEO/FH Manager. Work is reviewed by observation, reports and periodic reviews.

### EXAMPLES OF WORK

Receives and records complaints of tension or prejudice in relation to employment, housing and public accommodations.

Conducts investigations of complaints of discrimination by examining premises, records, documents, and interviewing individuals for possible sources of evidence.

Conducts fact-finding conferences.

Attempts to conciliate and mediate complaints of discrimination by means of informal conferences and persuasion.

Prepares investigative reports on all complaints investigated.

Monitors employment accommodation and accessibility for disabled employees, including medical rejection by the Employee Clinic.

Participates in New Employee Orientation; advises new employee of their EEO rights and responsibilities.

Evaluates the annual Affirmative Action Plan and submit recommendations to the Manager-EEO/FH.

Reviews work submitted by Compliance Investigator I.

Performs related work as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state and local regulations and guidelines relating to non-discrimination in employment, housing and public accommodations.

Thorough knowledge of general investigative techniques and state and federal laws relative to civil procedures.

Thorough knowledge of Merit System policies, rules and regulations.

Knowledge of the functions, organization and administration of public/private sector organizations, including current trends and patterns in staff utilization.

**COMPLIANCE INVESTIGATOR II - CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Knowledge of the Uniform Guidelines on Employee Selection.

Ability to use accepted statistical methods in equal opportunity data analysis.

Ability to interview, negotiate, counsel and communicate persuasively with others.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major coursework in Social Sciences, Public or Business Administration, or related field; two (2) years of professional experience working with equal opportunity issues, including complaint investigation/conciliation or any combination of related training and experience.