

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

AGPA

POSITION NUMBER:

050-5393-910

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Office Of Equity

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Equal Employment Opportunity Office

SUPERVISOR'S NAME:

Julie Brownfield

SUPERVISOR'S CLASS:

EEO Manager (SSM I)

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

Our mission is to empower staff to reach their full potential by ensuring equal employment opportunities by promoting an inclusive, diverse, fair and respectful workplace free of discrimination and harassment.

CONCEPT OF POSITION:

Under the direction of the Equal Employment Opportunity (EEO) Manager, Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) serves as an Equal Employment Opportunity Investigator. Duties include, but are not limited to:

A. RESPONSIBILITIES OF POSITION:

40% Under the indirect supervision of the EEO Manager, the Investigator independently conducts fair and impartial investigations into allegations of discrimination and illegal harassment. The Investigator independently plans, coordinates and conducts investigations. The Investigator gathers information from a variety of sources, performs thorough research, and conducts investigative interviews. The Investigator independently analyzes the evidence presented in the case and makes a well-reasoned fully supportable finding. The Investigator makes a determination if any Departmental policies were violated.

20% Prepares comprehensive investigative reports; describes the investigation techniques employed, evidence obtained during, and findings made at the conclusion of an investigation. Prepares correspondence to Deputy Directors, Complainants and Respondents at the conclusion of an investigation.

20% Prepares responses to external agencies such as the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the State Personnel Board and/or the State Auditor's Office.

10% Completes administrative functions related to investigations; updates database to report progress and status of caseload for management review; organizes, prioritizes, and manages caseload to ensure efficient use of time and resources.

5% Interacts with Department employees at all levels, the legal office, personnel and labor relations as necessary. Participates in an Officer of the Day rotation to answer questions regarding EEO processes and jurisdiction.

5% Performs other related duties as applies, including but not limited to: workforce analysis, LEAP program, CWEX program, EEO policies, Whistle Blower Act, statistical data on diversity and workforce composition. Facilitates and coordinates with other Departmental personnel on the administration of the Upward Mobility program, sexual harassment training, discrimination training. Participates in training/workshops as needed to remain current in the subject matter. On a case-by-case basis, overnight travel may be required.

B. SUPERVISION RECEIVED:

The AGPA (Investigator) reports directly to and is supervised by the EEO Manager. The incumbent acts with a high degree of independence and needs to be effective in a number of areas where judgment and decision-making are necessary.

C. ADMINISTRATIVE RESPONSIBILITY:

The AGPA (Investigator) works with and supports the EEO Manager in the administrative responsibility for the functioning of the Office. As a journey-level staff member, the incumbent may be asked to act in a lead capacity when working with lower level or peer staff.

D. PERSONAL CONTACTS:

The incumbent will have contact with all levels of Departmental employees, management and the public at large as well as a variety of other state and federal agencies. The incumbent is expected to exercise considerable independent judgment and sensitivity in all areas of work responsibilities. The incumbent must exercise a high degree of confidentiality in all contacts.

E. ACTIONS AND CONSEQUENCES:

The AGPA (Investigator) is a primary member of the professional staff of the EEO Office. It is extremely important that the decisions and recommendations given by the incumbent are reasonable, correct and reflect the Department's policies and guidelines.

F. OTHER INFORMATION:

The AGPA (Investigator) must have excellent communication and organizational skills and be able to maintain composure in stressful situations. A high level of confidentiality must be maintained in order to protect the integrity of investigations and information obtained during the course of an investigation.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

SSA

POSITION NUMBER:

800-050-5157-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Office Of Equity

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Equal Employment Opportunity Office

SUPERVISOR'S NAME:

Julie Brownfield

SUPERVISOR'S CLASS:

EEO Manager (SSM I)

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
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- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

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MISSION OF ORGANIZATIONAL UNIT:

Our mission is to empower staff to reach their full potential by ensuring equal employment opportunities by promoting an inclusive, diverse, fair and respectful workplace free of discrimination and harassment.

CONCEPT OF POSITION:

Under the direction of the Equal Employment Opportunity (EEO) Manager, Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) serves as an Equal Employment Opportunity Investigator. Duties include, but are not limited to:

A. RESPONSIBILITIES OF POSITION:

40% Under the direct supervision of the EEO Manager the Investigator conducts fair and impartial investigations into allegations of discrimination and illegal harassment. The Investigator plans, coordinates and conducts investigations. The Investigator gathers information from a variety of sources, performs thorough research, and conducts investigative interviews. The Investigator analyzes the evidence presented in the case and makes a well-reasoned fully supportable finding. The Investigator makes a determination If any Departmental policies were violated.

20% Prepares investigative reports; describes the investigation techniques employed, evidence obtained during, and findings made at the conclusion of an investigation. Prepares correspondence to Deputy Directors, complainants and respondents at the conclusion of an investigation.

20% Prepares responses to external agencies such as the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the State Personnel Board and/or the State Auditor's Office.

10% Completes administrative functions related to investigations; updates database to report progress and status of caseload for management review; organizes, prioritizes, and manages caseload to ensure efficient use of time and resources.

5% Interacts with Department employees at all levels, the legal office, personnel and labor relations as necessary. Participates in an Officer of the Day rotation to answer questions regarding EEO processes and jurisdiction.

5% Performs other related duties as applies, including but not limited to: workforce analysis, LEAP program, CWEX program, EEO policies, Whistle Blower Act, statistical data on diversity and workforce composition. Facilitates and coordinates with other Departmental personnel on the administration of the Upward Mobility program, sexual harassment training, discrimination training. Participates in training/workshops as needed to remain current in the subject matter. On a case-by-case basis, overnight travel may be required.

B. SUPERVISION RECEIVED:

The SSA (Investigator) reports directly to and is supervised by the EEO Manager.

C. ADMINISTRATIVE RESPONSIBILITY:

The SSA (Investigator) works with and supports the EEO Manager in the administrative responsibility for the functioning of the Office.

D. PERSONAL CONTACTS:

The incumbent will have contact with all levels of Departmental employees, management and the public at large as well as a variety of other state and federal agencies. The incumbent is expected to exercise considerable independent judgment and sensitivity in all areas of work responsibilities. The incumbent must exercise a high degree of confidentiality in all contacts.

E. ACTIONS AND CONSEQUENCES:

The SSA (Investigator) is a primary member of the professional staff of the EEO Office. It is extremely important that the decisions and recommendations given by the incumbent are reasonable, correct and reflect the Department's policies and guidelines.

F. OTHER INFORMATION:

The SSA (investigator) must have excellent communication and organizational skills and be able to maintain composure in stressful situations. A high level of confidentiality must be maintained in order to protect the integrity of investigations and information obtained during the course of an investigation.