

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Civil Rights Specialist 3		Class Code: 002CD3
	FLSA Status: Non-Exempt	Salary Schedule: PAT 3	Effective Date: 6/7/13
	Summary: Position works within the Indiana Civil Rights Commission (ICRC). Incumbent investigates allegations of discriminatory practices pertaining to the Civil Rights Act and gathers and analyzes documents relevant to the charges via interviews and onsite investigations.		

Duties:

- Drafts consent agreements, prepares a written summary of the investigation and makes recommendations as to whether or not there is probable cause;
- May occasionally testify at evidentiary and appeal hearings;
- Conducts interviews of complainants, respondents and witnesses via phone, office interview or onsite interview, using generally accepted investigative interviewing principles;
- Analyzes gathered information, including interviews, comparative information and statistical information;
- Prepares concise written record of violations (or non-violations) in a case analysis that include relevant facts, interviews, observations, and conclusions gathered;
- Maintains and updates appropriate case file records;
- Establishes effective working relationships with coworkers, clients and/or the public by serving as a resource to educate and train others regarding Civil Rights Laws and the work of the ICRC;
- Participates in ICRC affiliated public outreach/education events per year;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of, and the ability to interpret and apply, the Indiana Civil Rights Law; Commission rules and regulations; U.S. Department of Housing and Urban Development (HUD); EEOC rules and regulations; and court decisions falling within the area of Civil Rights;
- Specialized knowledge of the principles, practices of the Civil Rights field on a state and national level;
- Ability to secure and analyze data and testimony relevant to all areas covered by the Indiana Civil Rights law including employment, housing credit, public accommodation and education;
- Ability to conduct difficult and involved investigations and make recommendations to the director regarding disposition;
- Ability to facilitate in negotiations with difficult individuals in order to reach an agreement in the best interest of the involved parties and public good;
- Ability to understand legal concepts and to relate prior decisions to specific cases;
- Ability to counsel persons who make an inquiry at the Commission office regarding civil rights complaints and to assist them in filing a complaint;
- Effectively communicate, both orally and in writing;
- Ability to maintain confidentiality.

Difficulty of Work:

Incumbent considers a wide variety of factors and variables in analyzing conflicting aspects of civil rights complaints. Judgment is utilized in the selection of appropriate laws, regulations and court decisions recommending appropriate disposition of the charge. Work involves gathering and analyzing data relating to charges of violation of the Indiana Civil Rights Law and Title 7 of the Federal Civil Rights Act.

Responsibility:

Incumbent reviews each case assigned applying standardized regulations and procedures. Any deviation from these guidelines is referred to the supervisor for a decision. Instructions are general in nature and anticipated. Unusual problems are discussed. Incumbent may, in the absence of the supervisor, make timely judgments as needed. Work is reviewed for technical accuracy and adherence to instructions.

Personal Work Relationships:

Incumbent works with departmental staff, attorneys, employers, educational institutions, complainants and witnesses in attempting to negotiate forms of settlement of cases involving alleged violations of the Indiana Civil Rights Law.