

Position Description EEO Investigator

Position Qualifications

Candidates must possess a law degree or have two years of related experience. (Related experience includes work in investigations, paralegal, EEO, employee relations, human resources, or other related experience.)

Duties

Generally: An Investigator will conduct investigations regarding complaints of discrimination by engaging in the following activities.

1. Write an investigative plan. This will include planning witnesses to be called, outlining questions to ask, and planning documents to request.
2. Contact agency or company contact person responsible for scheduling witnesses, gathering documents, etc...
3. Ensure all witnesses are interviewed.
4. Prepare affidavits and/or tape recording interviews. If interviews will be tape recorded and transcribed, Investigator is responsible for getting the affidavits signed and returned by witnesses.
5. Gather all relevant supporting documents.
6. Compile the investigative report.
7. Write a summary of the investigation.
8. Handle many of their own clerical duties such as making travel plans, submitting travel reimbursement, photocopying, etc...
9. Conduct other duties as are necessary to comply with client contract terms, EEO regulations, or internal policy.

Performance Standards

- A. An Investigator is expected to prepare an investigative plan. This includes analyzing the claim to determine what witnesses are necessary and to plan the relevant questions to ask each witness. This requires a legal analysis of the claim.
- B. An Investigator is expected to know EEO laws and regulations and be able to analyze facts and evidence to apply such laws and regulations.
- C. Communication. An Investigator is expected to interview witnesses to obtain complete and thorough responses. This requires not only planning the appropriate questions to ask, but listening and asking follow-up questions as necessary. Interpersonal communication skills are critical.
- D. An Investigator is expected to compile the investigative documents into a Report of Investigation. This includes ensuring all affidavits are taken and signed, and all supporting documentation is included in the report.
- E. An Investigator is expected to write an investigation summary. This will be a synopsis of the evidence. Grammar and accuracy are critical.
- F. Due to the nature of this work, an Investigator must be able to work independently and complete tasks in a timely manner. Short deadlines are unavoidable.
- G. An Investigator must be proficient in completing tasks on a computer. They must be proficient in Word software and be able to send and receive email with pdf and Word attachments.