**Position Description**

**EEO Investigator**

**Position Qualifications:** Candidates must have two years of related experience or a law degree. (Related experience includes work in administrative/misconduct investigations, paralegal, EEO, employee relations, human resources, or other related experience. Federal government experience in these categories is preferred, but not required.)

Proof of EEO certification from an accredited 32-hour course is required for all investigators, but does not meet the experience requirement on its own. You must still have two years of related experience.

**Duties:** Conduct investigations regarding complaints of discrimination by engaging in the following activities.

1. Write an Investigative plan. This will include identifying the model analysis(es) that apply to the claims accepted; planning witnesses to be called; preparing interview questions; and planning documents to request.
2. Communicate with agency contact person responsible for scheduling witnesses, gathering documents, etc.… both in writing and by telephone. This includes making an initial request and following up on requested information.
3. Follow all procedures and templates for each agency.
4. Ensure all relevant witnesses are interviewed and sign an affidavit prepared for such interview.
5. Prepare affidavits and/or tape record interviews. If interviews will be tape recorded and transcribed, Investigator is responsible for proofing the transcription for errors.
6. Gather all relevant supporting documents.
7. Compile the investigative report exhibits in accordance with agency requirements.
8. Write a summary of the investigation.
9. Conduct other duties as are necessary to comply with client contract terms, EEO regulations, or internal policy, including submitting a weekly update report on every case currently assigned.

**Performance Standards**

1. An Investigator is expected to prepare an investigative plan, including: Analyzing the claim(s) to determine the Model Analysis(es) that apply to the case; identifying what witnesses are necessary, including the relevant questions to ask each witness; and identifying the relevant documents needed. The investigator will need to add witnesses, questions, and documents as information is received during the course of the investigation.

1. An Investigator is expected to know EEO laws and regulations and be able to analyze facts and evidence to apply such laws and regulations.
2. 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.
3. An Investigator is expected to compile the investigation documents into a Report of Investigation including a Table of Contents that correctly identifies the exhibits. This requirement also includes ensuring all affidavits are prepared and signed and all supporting documentation is clearly legible and included in the ROI.
4. An Investigator is expected to write an investigation summary. This will include a synopsis of the evidence gathered. Grammar and accuracy are critical.
5. 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.
6. 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 Adobe pdf and Word attachments.