

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Workplace Investigator  
**ALLOCATION:** Human Resources or County Counsel  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** N/A

**ESTABLISHED:** July 2019  
**REVISED:** June 2022

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### **JOB SUMMARY:**

In coordination with the Human Resources Department or Office of County Counsel, investigate equal employment opportunity and other employee complaints regarding forms of workplace discrimination, harassment, retaliation, and improper conduct or interpersonal behavior; and perform related duties as assigned.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Employee Relations Manager or an attorney in the Office of County Counsel.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Conduct fact finding investigations regarding alleged equal employment opportunity (EEO) violations, employee misconduct and improper interpersonal behavior.
- Prepare clear analytical written reports regarding investigation facts, issues, assessment, conclusions, and recommendations, if any.
- Consult with Human Resources, Office of County Counsel, and other resources as appropriate and requested.
- Advise and guide County departmental leadership on investigations into employee matters, and lead and assist with workplace investigations on behalf of departments.
- Research federal, state, and county laws applicable to issues raised in employee complaints.
- Analyze and evaluate county policies and procedures related to equal employment opportunity and workplace conduct.
- Maintain confidentiality of all personnel, payroll, accounting, and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.
- Develop evaluate, and conduct training programs for County employees on EEO issues, workplace behavior and civility

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Principles of public employment, investigations, progressive discipline, employee and labor relations (i.e. Weingarten rights, POBOR)
- Application and interpretation of federal, state and local laws, rules and regulations pertaining to equal employment opportunity and employee relations.
- Issues and trends in workplace laws, human resources, EEO and other workplace investigations, and equal employment opportunity issues.
- Conflict resolution theory and best practices.

#### **Skill in:**

- Effectively conducting interviews as a neutral fact-finder.
- Gathering, analyzing, evaluating and synthesizing a variety of data and maintaining accurate records.
- Preparing clear and concise analytic and descriptive reports including factual findings.
- Using tact, patience and courtesy in dealing with those contacted in the course of the work.

#### **Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Communicate information in a manner others will understand.

- Organize own work, manage investigations and meet critical deadlines.
- Maintain confidentiality as a condition of employment.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment.
- May be required to travel to various work sites or locations within the County may include hours outside of normal business hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major coursework in human resources, public or business administration or a related field and experience conducting workplace investigations and providing employee relations consultation or any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience conducting EEO investigations in the public sector is preferred. *Candidates with strong experience who lack the degree are encouraged to apply.*

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept. Approval: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

EEOC: B  
WC: 9410

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