

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVESTIGATOR V -
Equal Employment Opportunity

SALARY GROUP: B20

DEPARTMENT: Human Resources Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Eve Shelly DATE: 12/11/2013

POSITION #: 004254

I. JOB SUMMARY

Performs highly complex investigative work for the Equal Employment Opportunity (EEO) program. Work involves planning, organizing, and conducting investigations and examinations. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Reviews and researches legal aspects of assigned investigations; and develops procedures for conducting investigations.
 - B. Contacts and interviews potential witnesses and complainants; conducts investigations and examinations of alleged violations of laws, rules, and regulations; and collects and maintains investigative data.
 - C. Evaluates, summarizes, and documents investigative facts; prepares comprehensive and detailed investigative correspondence and reports; monitors the quality and quantity of investigations conducted; and reviews completed assigned investigations to ensure consistent and correct application of policy.
 - D. Reviews investigative techniques, policies, and regulations and recommends improvements, changes, and modifications; and audits and analyzes records and reports for compliance with laws and regulations.
 - E. Coordinates inquiry activities with state and federal law enforcement agencies.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Public Administration, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning investigative experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing software programs preferred.
4. Equal employment opportunity experience preferred.

B. Knowledge and Skills

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of administrative hearings and court procedures, practices, and rules of evidence.
3. Knowledge of agency and departmental fact finding practices, principals, techniques, and procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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Page 3 of 3

10. Skill to conduct and participate in complex and unusual fact finding inquiries and analyzing and evaluating information and preparing reports.
11. Skill to effectively testify in administrative hearings and court proceedings.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to plan work in order to meet established guidelines.
14. Skill in technical writing and development of investigative reports.
15. Skill in the use of Microsoft Office Suite or equivalent to include word processing software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.