

SNOHOMISH COUNTY JOB DESCRIPTION

WORKPLACE INVESTIGATOR

Spec No. 2335

BASIC FUNCTION

In coordination with the EEO officer and Human Resources, investigate equal employment opportunity and other employee complaints regarding forms of workplace discrimination, harassment, retaliation, and improper conduct or interpersonal behavior. Provide advice regarding identified and potential issues, options and possible courses of action. Provide assistance to employee supervisors and Human Resources regarding employee relations and employee performance issues.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Investigates employee complaints regarding alleged equal employment opportunity (EEO) violations, employee misconduct and improper interpersonal behavior.
2. Prepares clear analytical written reports regarding investigation facts, issues, assessment, conclusions and recommendations, if any.
3. Consults with the EEO Officer and Human Resources, Prosecuting Attorney's Office, and other resources as appropriate and requested.
4. Responds to inquiries from County staff regarding possible issues of discrimination, harassment, retaliation, misconduct and improper interpersonal behavior.
5. Advises and guides County departmental leadership on investigations into employee matters, and leads and assists with workplace investigations on behalf of departments.
6. Identifies, develops, and recommends improvements to County workplace policies and procedures, drafts and updates County internal investigation guide; develops and updates internal complaint and investigation intake forms.
7. Researches federal, state and county laws applicable to issues raised in employee complaints. Analyzes and evaluates county policies and procedures related to equal employment opportunity and workplace conduct; updates and informs staff as appropriate.
8. Maintains 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.
9. Develops, evaluates, and conducts training programs for County employees on EEO issues, workplace behavior and civility.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

SNOHOMISH COUNTY JOB DESCRIPTION

WORKPLACE INVESTIGATOR

Spec No. 2335

MINIMUM REQUIREMENTS

Bachelor's degree in business, human resources, employment and workplace laws, public administration or other discipline directly related to public personnel administration and EEO and workplace conduct issues; AND four (4) years of experience conducting workplace investigations and providing employee relations consultation and at least one (1) year technical work involving experience in EEO investigations in the public sector personnel administration; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of human resources administration
- principles of public employment, investigations, progressive discipline, mediation, employee and labor relations
- application and interpretations of federal, state and local laws, rules and regulations pertaining to equal employment opportunity and employee relations
- principles and practices of equal employment opportunity and public personnel administration
- theories, practices and procedures related to specialized field(s) in human resources such as equal employment opportunity, compensation, employment, benefits, labor relations, employee relations or training
- issues and trends in workplace laws, human resources, EEO and other workplace investigations, and equal employment opportunity issues
- conflict resolution theory and best practices

Ability to:

- effectively conduct interviews as a neutral fact-finder
- gather, analyze, evaluate and synthesize a variety of data and maintain accurate records
- prepare clear and concise analytic and descriptive reports including findings and recommendations
- deal with conflict
- deal tactfully with superiors, peers, other government agency representatives and the general public
- communicate effectively both orally and in writing and maintain sensitivity to employee and management needs
- establish and maintain effective work relationships in a multicultural, diverse workforce
- organize tasks and work in a team environment
- plan and organize work, and work with a minimum of supervision

SNOHOMISH COUNTY JOB DESCRIPTION

WORKPLACE INVESTIGATOR

Spec No. 2335

KNOWLEDGE AND ABILITIES (Continued)

- recommend development of human resources policies and procedures
- provide consultative advising
- develop and deliver on-the-job training and formal training presentations

SUPERVISION

The employee receives supervision from the Human Resources Department Director and the EEO Officer. Employee frequently works independently and work is reviewed through meetings, status reports, and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2010

Revised: January 2016; April 2016, June 2019

Revised & retitled: August 2018 from HR Analyst Sr – EEO Investigator

EEO Category: 2 – Professional

Pay Grade: 245 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous