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#### **HOW TO APPLY:**

Please submit a cover letter, resume', Direct Hire Application. This job posting and the Direct Hire application form can be found on the State of Maine Bureau of Human Resources website:  
[http://www.maine.gov/bhr/state\\_jobs/direct\\_jobs.shtml](http://www.maine.gov/bhr/state_jobs/direct_jobs.shtml)

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:**  
**Monday, November 7, 2016**

#### **MAIL APPLICATIONS TO:**

Melody Piper  
Maine Human Rights Commission  
51 State House Station  
Augusta, Maine 04332-0051  
207-624-6290 (T)  
207-624-8729 (F)

## *Direct Hire Career Opportunity Bulletin*

### **Maine Human Rights Commission**

#### **Maine Human Rights Investigator**

#### **(2) Position vacancies**

**CODE: 0064**

**PAY GRADE: 24** (\$39,062.40 - \$52,936.00 annually)

**OPEN FOR RECRUITMENT: October 18, 2016 –November 7, 2016**

#### **PURPOSE OF ANNOUNCEMENT**

The Maine Human Rights Commission has a full-time position vacancy based in Augusta. Occasional Statewide travel is required.

#### **JOB DESCRIPTION**

This is professional services work enforcing the Maine Human Rights Act and related laws. Responsibilities include advising interested parties of their rights and responsibilities under the Act; gathering and developing testimonial and documentary evidence and analysis of evidence for presentation to the Commission; negotiating resolution of complaints; and making oral presentations of the facts and legal analysis of cases at public meetings of the Human Rights Commissioners to assist them in reaching a final determination on the merits. Work is performed under limited supervision.

#### **REPRESENTATIVE TASKS** (Assignments include but are not limited to the following)

- Reviews and analyzes information and documents obtained from persons who may be victims of discrimination to determine if there are sufficient facts to state a claim.
- Develops an appropriate investigative case plan to ensure a fair preliminary review of disputed issues within statutory and regulatory time frames.
- Interviews complainants, respondents, fact witnesses, and expert witnesses including subject matter experts such as physicians in order to gather information.
- Drafts interrogatories (requests for information and documents) in order to gather information.
- Conducts fact finding conferences at which witnesses may be placed under oath; asks questions of the witnesses and controls whether and to what extent counsel for the parties may also ask questions of the witnesses.
- Analyzes case information and documents, facts, reports, and other documentation in order to formulate a recommended finding to Commissioners.



- Explains laws, state and federal anti-discrimination laws, regulations, and procedural rules, legal rights, options, timelines, and risks and advantages of pursuing or defending complaints in order to ensure that parties are knowledgeable of their rights and obligations.
- Confers and negotiates with parties and attorneys representing the parties.
- Writes Investigator's Reports applying the appropriate law (Maine Human Rights Act, Whistleblowers' Protection Act, regulations of the Maine Human Rights Commission, case law, etc.) to the facts in cases
- Assists parties in negotiating resolutions and/or compromise of claims pursuant to statutory mandate in order to reduce non-meritorious litigation claims in Superior Court.
- Drafts Settlement Agreements.
- Makes oral presentations of the facts and legal analysis of cases at public meetings of the Human Rights Commissioners to assist them in reaching a final determination of the merits.
- Consults with Executive Director, Commission Counsel, Chief Investigator, and peers in order to ensure common understanding and interpretation of the law.
- Assists in the preparation of civil actions filed in Superior Court by the Commission seeking relief for victims of discrimination in accordance with applicable laws.
- Researches special topics.
- Attends and makes oral presentations at public meetings, workshops, and conferences regarding the Commission's mission, its procedures, and the laws and regulations enforced by the Commission.
- Testifies in Court when necessary in order to present evidence gathered during investigation.
- Recommends administrative dismissal of complaints to the Executive Director.

**KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:** These are among the requirements to successfully perform the work assigned.

- Knowledge of state and federal anti-discrimination laws, regulations, rules, and case law in the areas of non-discrimination and civil rights in employment, housing, public accommodations, education, and extension of credit.
- Knowledge of basic rules of evidence.
- Knowledge of basic legal research techniques.
- Knowledge of medical and legal terminology.
- Knowledge of interviewing and investigative techniques and practices.
- Ability to research, analyze, and organize legal facts and principles.
- Ability to communicate effectively orally and in writing.
- Ability to conduct investigations, including fact finding conferences, in a neutral, fair, and impartial manner.
- Ability to establish and maintain effective working relationships.
- Ability to negotiate and draft settlement agreements or other voluntary resolutions.
- Ability to prepare and maintain complex cases and large caseloads.
- Ability to handle difficult and adversarial situations.
- Ability to remain calm and maintain order in emotionally charged settings.
- Ability to maintain confidentiality of case file information and communications.
- Ability to remain neutral and non-biased.

### **MINIMUM QUALIFICATIONS**

A six (6) year combination of experience, education, and/or training in investigation, law, advocacy, neutral arbitration, and/or dispute resolution which would require knowledge of fact and evidence gathering and analysis, laws, contracts, rules and procedures, and practices relating to civil rights and civil law enforcement, and familiarity with federal and state anti-discrimination statutes and case law in employment, housing, public accommodations, and extension of credit.



## **BENEFITS**

**The value of State's share of Employee's Retirement: 15.85% of salary for BU positions.**

**The value of State-paid Dental Insurance: \$13.13 biweekly. The value\* of State-paid Health Insurance:**

Level 1: 100% State Contribution (employee pays nothing): \$415.11 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$394.35 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$373.60 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$352.84 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.