

# JOB OPPORTUNITY

OFFICE OF LEGISLATIVE COUNSEL



## INVESTIGATOR, WORKPLACE CONDUCT UNIT DEPUTY LEGISLATIVE COUNSEL III OR IV/ATTORNEY III OR IV (MAY CONSIDER DEPUTY LEGISLATIVE COUNSEL OR ATTORNEY) PERMANENT FULL-TIME

JOB LOCATION: **SACRAMENTO, CALIFORNIA**  
FINAL FILING DATE: **NOVEMBER 12, 2021**

SALARY: **DLC III - \$9,980 - \$12,812**  
**DLC IV - \$11,029 - \$14,164**  
**ATTORNEY III - \$9,976 - \$12,798**  
**ATTORNET IV - \$11,029 - \$14,149**

### Our Agency

The Office of Legislative Counsel (OLC) is a small civil service department whose mission is to provide legal services and information technology support services to the California Legislature. The OLC's Workplace Conduct Unit is responsible for assessing and investigating complaints of harassment, discrimination, and retaliation related to the California Legislature, and assisting the Legislature in maintaining a culture of respect and appropriate conduct amongst all staff. The work of the Unit requires the utmost sensitivity and confidentiality, both as it relates to attorney-client privilege and general confidentiality around personnel matters.

### Your Role

Under the direction of the Director of the Workplace Conduct Unit, the Workplace Conduct Investigator is responsible for intake and investigations of complaints from persons covered by the Legislature's Policy on Appropriate Workplace Conduct related to harassment, discrimination, and retaliation. The investigator's primary role is assessing complaints to determine if they fall within the jurisdiction of the Workplace Conduct Unit and investigating those complaints determined to fall within the Unit's jurisdiction. Duties include but are not limited to: receiving and assessing complaints made to the Unit; conducting investigations, including interviewing the parties to the complaint and relevant witnesses, reviewing documents and records, working with information technology staff to acquire data when necessary, and other investigatory methods; maintaining detailed and contemporaneous records of all aspects of the investigations; producing thorough and complete reports of all information obtained during the investigations; attending Workplace Conduct Panel briefings; keeping current on state and federal employment laws, regulations, industry best practices, and trends; conducting research on employment issues, analyzing pending legislation, and presenting findings to management; preparing contracts in support of the Unit's operations; and providing advice and recommendations to the Director or Legislative Counsel on employment issues.

### Desirable Qualifications

**In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:**

- Experience in the practice of employment law including conducting workplace investigations.
- Knowledge of and experience with various investigatory techniques, particularly those commonly used in workplace investigations.
- Strong oral and written communication skills, including experience writing detailed and complex reports, interviewing individuals to determine specific sets of facts, presenting ideas and recommendations to a panel or board, and interacting with a wide range of people in a variety of professional capacities.
- Ability to establish and maintain relationships with management and staff of a large organization.
- Understanding of legislative bodies and their personnel management issues.
- Ability to develop and apply creative and innovative solutions to complex problems.
- Ability to maintain strict confidentiality and act with discretion and tact in the performance of work responsibilities.

## WHO MAY APPLY

Individuals who are eligible for a list appointment, lateral transfer, or on a re-employment list, SROA list, or employed with a Surplus Department/Agency. If you are not currently on the state-wide Attorney III/IV list, you can take the online examinations at: <http://jobs.ca.gov>. Please specify on your application the basis for your appointment eligibility. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required. Applications will be screened and only the most qualified individuals will be contacted for an interview. This recruitment may be used to fill other vacancies in this classification.

## HOW TO APPLY

Complete Application Packages (including your Examination/Employment Application (STD 678) and resume) must be submitted to apply for this JC-276093 Job Posting. Application Packages may be submitted electronically through your CalCareer account at <http://jobs.ca.gov>. Electronic transmissions must be transmitted no later than 11:59 p.m. Pacific Time on the final filing date, **November 12, 2021**. If you choose to not apply electronically, a hard copy application package may be submitted to the Office of Legislative Counsel Human Resources Office, 925 L Street, Suite 900, Sacramento, CA 95814. Application packages must be received in the Human Resources Office by 5:00 pm, **November 12, 2021**, or be postmarked by this date. Application packages that do not include an application and resume will not be considered. Technical questions regarding the position may be directed to Julia Johnson at (916) 321-3001. Questions regarding the application process may be directed to Human Resources Office at (916) 341-8330 or [olc.humanresources@lc.ca.gov](mailto:olc.humanresources@lc.ca.gov).

## EQUAL OPPORTUNITY EMPLOYER:

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## OTHER RELATED INFORMATION:

Applications are available at local offices of the Employment Development Department and the Office of Legislative Counsel Human Resources Office. The application form (STD. 678) is also available in several formats on the website at: <http://jobs.ca.gov>.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

**CALIFORNIA RELAY SERVICE:** TDD PHONE (800) 735-2929 VOICE PHONE (800) 735-2922