

Advanced EEO Solutions, LLC.
Position Description: Production Specialist:

Reports To: Production Manager / Case Reviewer

Job Title: Production Specialist

Job type: 1099 (flexible hours)/24 to 48 hour turnaround time

Benefits: None provided

Pay: Flat fee per completed project, based on complexity

Location: Remote

Equipment: Working computer (Laptop/Desktop) with external storage, Software: (Word; Excel, Adobe Acrobat DC), printer/scanner (not mandatory but useful)

Brief Job Description:

An established company providing EEO investigative support services is seeking a part-time Production Specialist to assist with the organization, assembly, and quality control of Reports of Investigation (ROIs). This is a great opportunity for a beginner EEO Investigator and also a good fit for an experienced EEO professional or other qualified candidate looking for flexible, part-time work and extra income. Hours are flexible and assignments are based on availability and workload. Some weekend work may occasionally be necessary to meet client deadlines.

Reporting Chain: The Production Specialist will work with EEO Investigators, Sufficiency reviewers and report to the Production Manager.

Key objectives: Organizing and enhancing case files by adhering to and implementing new client directives for all Reports of Investigations.

Duties:

- 1) Creating appropriate folders and downloading investigation files provided by the Project Manager, designated representative, or Investigators.
- 2) Converting the Report of the Investigation (ROI) to a draft Adobe .pdf file, labeling it appropriately.
- 3) Ensuring the Investigators Report of the Investigation (ROI) and the Index are correct and meet all the checklist criteria.
- 4) Placing identifying numbers and/or date/time-marks on images and documents as they are scanned or processed, commonly referred to as Bates Numbering, Stamping or Coding, and bookmarking.

- 5) Performing consistent and rigorous quality control processes so the final product can be easily searched by the client to find and confirm specific information in the digitally assembled report.
- 6) Redacting the information that is considered PII and PHI. The specialist will be provided with a list to follow.
- 7) Uploading ROIs to the company server or secure cloud account for review and approval by the Case Reviewer, Production Manager, or designated representative.
- 8) Upon approval, preparing the final report for secure electronic submission through the client-designated portal or other required delivery method, including final Bates stamping when applicable.
- 9) Preparing and shipping a CD and/or hard copy of the report to the agency when required, using company-provided shipping information or accounts.
- 10) Correcting any production discrepancies identified during quality-control review.
- 11) Providing timely status updates regarding active cases in the production queue.
- 12) Providing an invoice for completed and accepted projects, including approved reimbursable shipping expenses when applicable.

Knowledge, Skills and Abilities (Personal):

The ideal candidate will be detail oriented and identify and access matters that are not the norm, research/analyze discrepancies, and escalate to the appropriate party.

- 1) Organizational skills: prioritizing tasks that must be completed immediately based on timelines and workflow, following updated templates and client directives, and maintaining an easily assessable database of cases for reference.
- 2) Time management (i.e. Availability to meet deadlines, multitask on more than one case by balancing short-term priorities)
- 3) Prompt responsiveness and flexibility (i.e. following up with Investigators for data)
- 4) The ideal candidate will be detail oriented and identify and access matters that are not the norm and research/escalate accordingly.
- 5) Excellent interpersonal, verbal and written ability to communicate effectively throughout several levels within the organization. Ability to correct grammatical errors in the ROI.

Knowledge, Skills and Abilities (Technical):

Prior EEO investigative experience is recommended. This opportunity is especially well suited for retired EEO Investigator who understands the process, knows what is expected, but no longer wants to do the leg work. Candidates should have moderate computer skills and be detailed oriented.

- 1) Proficient computer literacy (Microsoft Office, Excel, knowledge of converting Word docs to PDF,
- 2) Knowledge working with Adobe Acrobat DC Pro,
- 3) Bookmarking documents

- 4) Bate stamping, optimization, and minimization of PDF files.
- 5) Encryption, Data back-up, Virus Protection, etc. (Cybersecurity is required)
- 6) Ability to identify confidential information and secure disclosure.

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Independence – working remote and primarily by yourself.
- Confidentiality of Personally Identifiable Information (PII) is required for this position.
- Self -starter with ability to learn and work independently under pressure and react quickly to changing priorities.

SEND RESUME AND OTHER INFORMATION TO:

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