

THE HUMAN RELATIONS SERVICE

CODE NO. 55038

ASSOCIATE HUMAN RIGHTS SPECIALIST

General Statement of Duties and Responsibilities

This class of positions encompasses responsible professional supervisory work involving a unit or division engaged in intergroup relations activities in the Commission on Human Rights. There are two Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under general direction, supervises a field office engaged in activities to promote community stabilization; or supervises staff within a division, or serves as an assistant to a division director, in the central office of the Commission on Human Rights. The following are examples of typical tasks:

May supervise a unit engaged in intergroup relations activities. Plans, assigns and reviews the work of the unit. Conducts in-service training programs. Guides subordinate Human Rights Specialists in maintaining effective relationships with the various community organizations.

May serve as principal assistant to a division chief who is responsible for the supervision of a division.

Works with community and labor organizations, racial and religious groups, fraternal and benevolent associations, and other public and private groups in the City to enlist their cooperation in promoting similar objectives of eliminating group prejudice, ignorance and discrimination.

Reviews investigation reports of subordinates to ensure compliance with agency procedures.

Prepares summaries of research findings and technical guides and outlines on intergroup methods and techniques for the use of the Commission's committees and subcommittees in planning and reviewing the activities of the Commission.

Provides advisory services to agencies and institutions in relation to the development of sound educational programs in intergroup relations.

Develops techniques for analyzing potential intergroup tensions for the purpose of averting or preventing disorder and effectuating harmonious intergroup relations. Cooperates with appropriate law enforcement agencies in developing community programs designed to alleviate tensions, disturbances and disorder.

In the temporary absence of the supervisor, may perform the duties of that position.

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ASSOCIATE HUMAN RIGHTS SPECIALIST (Cont'd)Assignment Level II

Under administrative direction, supervises a division in the Commission on Human Rights engaged in intergroup relations. The following are examples of typical tasks:

Supervises a division engaged in intergroup relations activities. Plans, assigns and reviews the work of the division. Plans, develops and conducts in-service training programs.

Formulates Commission policy and program recommendations with respect to the elimination of discrimination and segregation in housing, for effecting compliance with City policies and laws against discrimination, or for community relations and education to promote better intergroup relations.

May develop and recommend procedures and regulations for processing complaints, for conducting investigations and hearings, tension prevention and control programs, and for preparing reports thereon; is responsible for the implementation of the aforementioned procedures.

Directs the analysis of factors, forces and conditions which create intergroup tensions and of the economic and social characteristics of racial and ethnic restrictions in residential housing. Develops techniques of community organization, social action, education, conciliation, mediation, persuasion for effecting changes in such discrimination.

Encourages community groups and negotiates with private organizations and government agencies to promote acceptance of the objectives of the Fair Housing Practices Law. Formulates the development of technical and consultant services to property owners and managers to assist them in compliance with the housing law.

Acts as consultant to private, civic, governmental, fraternal and religious organizations on community organization and programs to promote neighborhood and school integration. In conjunction with representatives of City agencies, develops procedures for the handling of grievances of employees alleging discrimination.

Establishes and maintains liaison with officials of public and private agencies for the development and coordination of programs against discrimination, intergroup tensions and disorder occasioned thereby.

Acts as policy adviser to the Commission and executive staff.

In the temporary absence of the supervisor, may perform the duties of that position.

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ASSOCIATE HUMAN RIGHTS SPECIALIST (Cont'd)

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of full-time satisfactory professional experience in one or more of the following fields: intergroup relations, equal opportunity, human rights, community relations, labor or industrial relations, law, social service, education, housing, research, investigation, personnel administration or public relations, which included report writing as an integral part of the duties. At least two years of this experience must have been in intergroup relations, equal opportunity, or human rights, which included report writing as an integral part of the duties; or
2. A four-year high school diploma or its educational equivalent and seven years of full-time satisfactory professional experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent, and all candidates must have at least two years of full-time professional experience in intergroup relations, equal opportunity, or human rights.

Direct Lines of Promotion

From: Human Rights Specialist (55016)

To: None