

NC-X; PT II  
COMMISSION ON HUMAN RIGHTS [226]

CODE NO. 55018

### HUMAN RIGHTS SPECIALIST

#### General Statement of Duties and Responsibilities

Under direction, performs work in intergroup relations activities in a designated area for the Commission on Human Rights makes written recommendations and reports; performs related work.

#### Examples of Typical Tasks

Makes field investigations of complaints received from community groups or individuals, or initiated by the Commission, alleging discrimination, segregation, tension or disorder due to racial, religious or ethnic factors. May attempt to negotiate on-the-spot settlements

Interviews complainants, converting oral complaints specifying allegations into written form.

Analyzes complaints and develops investigatory plans including, but not limited to, conducting fact-finding conferences, interrogatories, etc., obtaining further information in order to assist in negotiations for settlement conferences. Represents the Commission at public meetings.

Organizes block and tenant associations and other community groups to further the Commission's programs and to assist in intergroup community projects.

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HUMAN RIGHTS SPECIALIST (continued)

Examples of Typical Tasks (continued)

Represents the Commission at public meetings and in local neighborhood community projects in the capacity of a consultant, in order to further the Commission's programs and to assist in intergroup community projects.

Prepares speeches, press releases and promotional materials such as newsletters and manuals for community use.

Reviews and analyzes public agency affirmative action/equal employment opportunity annual programs and quarterly reports; provides technical assistance in their implementation through on-site compliance reviews; trains agency personnel in all relevant EEO laws and regulations.

Participates in the collection and analysis of economic and social data related to the Commission's programs on such subjects as minority group migration, population, intergroup tension, labor force trends, and various ethnic or cultural groups.

Analyzes private employment statistics concerning discrimination in employment in the areas of interviewing, hiring, promoting, training, and terminating; prepares written legal determinations after analysis, and devises affirmative action plans to counter the discriminatory practices discovered in investigations.

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HUMAN RIGHTS SPECIALIST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college plus two years of satisfactory full-time experience in intergroup relations<sup>#</sup>; community relations; civil rights law enforcement; block or tenant organizing; investigations related to law enforcement; labor or industrial relations; education; social work; or law; or
2. A four year high school diploma or its educational equivalent and four years of satisfactory, full-time experience as described under "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 must possess at least one year of experience described under "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.

# "Intergroup relations" is defined as experience in which the employee's major responsibility is to facilitate communication and cooperation, and mediate tensions between different groups.