

PRINCIPAL HUMAN RIGHTS SPECIALIST

General Statement of Duties and Responsibilities

Under administrative direction, supervises a division in the Commission on Human Rights engaged in intergroup relations activities; performs related work.

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.

Develops and recommends procedures and regulations for processing complaints, for conducting investigations and hearings, tension prevention and control programs, and for preparing reports thereon.

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.

Qualification Requirements

1. A baccalaureate degree issued after completion of a four-year course in an accredited college or university and six (6) years of appropriate, full-time experience gained in such fields as intergroup relations, community relations, labor or industrial relations, law, social service, education, housing, research, investigation, personnel administration or public relations, of which two (2) years must have been in a progressively responsible supervisory or administrative capacity; or

PRINCIPAL HUMAN RIGHTS SPECIALIST (Contd.)

Qualification Requirements

2. A satisfactory equivalent.

One (1) year of full-time intergroup relations experience will be accepted in lieu of one (1) year of supervisory or administrative experience.

Direct Lines of Promotion (For Competitive Personnel Only)

From: Supervising Human Rights Specialist (55036) To: None

This class of positions is also classified in the Non-Competitive Class.