HUMAN RIGHTS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is primarily investigative work of a moderately complex nature involving responsibility for reviewing, investigating and reporting on potential human rights violations, including the areas of employment, housing, public accommodations, etc. The work is performed under the general supervision of the Commissioner of Human Rights and direction may be given to a small number of clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:
Investigates alleged acts of discrimination in employment, housing or public accommodation including interrogation of respondents and available witnesses;
Receives complaints and interviews complainants alleging discriminatory practices;
Prepares formal complaints, including the memorandum accompanying the complaint, case control worksheets, assignment of local case identification numbers, and similar case documents;
Conducts special emergency investigations of acute priority where complainant will suffer undue hardships by reason of any delay as, for example, a housing accommodation desired by the complainant has not yet been sold or rented to another individual;
Reviews methods, strategy and tactics to be utilized in carrying out investigations with superiors and ferrets out additional information as required;
Prepares comprehensive reports on investigative findings and makes revisions to include additional information as necessary;
Attends hearings and conferences and prepares conference reports or conducts conferences;
Prepares a variety of reports, memoranda and correspondence;
Performs other related duties as required by the Commissioner of Human Rights;
May represent the department at meetings, seminars, forums, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of interviewing and investigative techniques; familiar with current trends, problems and developments in the field of human rights and intergroup relations; familiar with the principles of social psychology, particularly in the area of group tensions and conflict; ability to organize and present information both orally and in writing; ability to effectively perform interviews and investigations and make appropriate conclusions from such activities; ability to deal effectively with a variety of individuals (e.g. public, landlords, employers, attorneys, public officials, etc.).

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and one (1) year of either:

(a) investigative experience; or
(b) administrative experience involving substantial work with disadvantaged/minority population; or
(c) any combination of (a) and (b).

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Competitive