

## **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 a higher-level administrator and work guidance (e.g. lead work) may be provided to others. 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 others, 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 a supervisor;  
May represent the department at meetings, seminars, forums, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of New York State Human Rights laws and regulations; good knowledge of interviewing and investigative techniques; good knowledge of current trends, problems and developments in the field of human rights; working knowledge of the principles of social psychology, particularly in the area of group tensions and conflict; ability to effectively perform interviews and investigations and make appropriate conclusions from such activities; ability to maintain cooperative working relations with others; ability to prepare written material; ability to understand and interpret written and oral instructions; ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and either:

- (a) One (1) year of work experience that substantially involved interviewing or investigative experience, or
- (b) One (1) year of administrative or professional-level experience that substantially involved responsibility\* for an affirmative action program, human rights related function involving disadvantaged and/or minority population, or the processing of fair housing and employment cases and/or employment discrimination cases.
- (c) Any equivalent combination of (a) and (b) above.

(over)

\*Responsibility, as used in "responsibility for a program" or related shall be defined as making decisions with significant and broad consequences and being accountable for the program's procedures and work products or services resulting from such program.

"Responsibility" should also include one or more of the following: developing procedures and program goals, ensuring compliance with administrative guidelines and regulations governing the program, and evaluating program effectiveness. These duties are considered to be distinctly different from those that typify individuals involved primarily in the delivery of service. "Responsibility" for a program does not mean responsibility for doing one's job, in general, or responsibility for any single task associated with the development and/or implementation of a program.