

## HUMAN RIGHTS SPECIALIST

**DISTINGUISHING FEATURES OF THE CLASS:** This position within the Human Rights Commission involves responsibility for reviewing, investigating, and reporting complaints of discrimination in the areas of employment, housing, public accommodation, education, credit, etc. The incumbent will be responsible for carrying out anti-discrimination programs and equal opportunity programs, mediation activities and educating the public on New York State Human Rights Law and the agency's services. The work is performed under the general direction of the Commissioner of Human Rights with leeway allowed for the exercise of independent judgment and initiative in carrying out the duties of the position. Supervision may be exercised over the work of subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Informs complainants, respondents, and witnesses of their rights and responsibilities under the Human Rights Law;

Develops investigative plans, conducts investigations, prepares investigative reports, and makes recommendations on final determinations of cases;

Interviews complainants, prepares formal complaints for notarization and signature, and serves complaints;

Contacts complainants, respondents, witnesses, and other parties to obtain facts to support or refute allegations, and conducts two party conferences and/or makes site visits;

Examines employment records, directories, credit ratings, correspondence, and other documentation relevant to investigations, and maintains documentation of the process;

Engages parties of a complaint in mediation or conciliation;

Analyzes information gathered by investigation and prepares comprehensive reports of findings and recommendations;

Assists in the development, implementation and evaluation of both short and long-range program objectives;

Reviews methods, strategy and tactics to be utilized in carrying out investigations with others, as required;

Promotes community relations among diverse groups of individuals; including working with advisory councils, local outreach agencies, and other groups to provide technical assistance or training on the Human Rights Law and addresses community groups.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of New York State Human Rights laws and regulations; good knowledge of interviewing and investigative techniques as related to discrimination; good knowledge of current trends, problems and development in the field of human rights; working knowledge of public relations techniques; ability to prepare detailed reports; ability to communicate clearly and effectively both orally and in writing; ability to effectively perform interviews and investigations and make appropriate conclusions from such activities; ability to maintain cooperative working relations with others; ability to maintain good working relationships both within and outside the agency; good judgment; tact; discretion; initiative; resourcefulness; integrity.

**MINIMUM QUALIFICATIONS:** Either;

- A. Possession of a Bachelor's Degree and one (1) year of full-time paid, or its' part-time and/ or volunteer equivalent, experience in Human Resources, Human Services, Social Work, Affirmative Action, Mediation, Community Activist or closely related field; **OR**
- B. Possession of an Associate's Degree and three (3) years of full-time paid, or its' part-time and/ or volunteer equivalent, experience in Human Resources, Human Services, Social Work, Affirmative Action, Mediation, Community Activist or closely related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its' part-time and/ or volunteer equivalent, experience in Human Resources, Human Services, Social Work, Affirmative Action, Mediation, Community Activist or closely related field; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY  
3606 HM RT SPEC  
Classification: Competitive  
Union: UCSA  
MGT

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