

# HUMAN RIGHTS COMPLIANCE MANAGER

Job Code	Pay Grade
00197	SM4b

## Nature of Work

This is professional administrative work ensuring businesses, governmental agencies and industry are in compliance with all aspects of the county's human rights ordinance. An employee in this class is responsible for coordinating the enforcement of the county's ordinance, state and federal laws as they relate to equal employment, fair housing and access to public accommodations. Work frequently involves making decisions in matters where there are no clear guidelines or regulations. Work is performed under broad supervision of the Director, Human Rights.

## Minimum Qualification Requirements

- 8 years of professional experience in affirmative action or equal employment opportunity and fair housing, or related field that includes 1 year as team leader, supervisor, or advanced supervisor training; or
- Associate's degree in social science, political science, economics, business, public administration, finance or a related field and 6 years of experience as described above; or
- Bachelor's degree and 4 years' experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates the enforcement of the County's Human Rights ordinance with subordinate staff; organizes a civil rights investigation unit, reviews reports, serves on conciliation teams, signs reports and invoices to federal agencies.
- Coordinates county's compliance with the Americans with Disabilities Act (ADA); provides technical assistance to business and industry; develops and coordinates building and facility renovations to achieve physical accessibility; makes cost projections of renovations.
- Interprets ordinances and statutes on EEO and civil rights matters, prepares analysis of Affirmative Action (AA) plans and prepares a variety of written reports.
- Manages the administration of Fair Housing Assistance Program Grants from the U. S. Department of Housing and Urban Development.
- Manages the administration of Fair Employment Practice Agency contracts from the United States Equal Employment Opportunity Commission.
- Coordinates and manages interlocal agreements between two or more local, state or federal government agencies.
- Collects and analyzes discrimination complaints from employees, conducts preliminary investigations and makes recommendations for resolution.
- Reviews employment and housing discrimination investigative reports; makes determinations of cause or no cause.
- Develops investigator training programs; develops and conducts training programs designed to prevent or deter discrimination in housing, employment or public accommodation.
- Develops internal procedural manuals for a civil rights agency.
- Conducts on-site reviews of county facilities and programs for physical accessibility and program compliance and documents findings and recommendations.
- Develops and delivers human rights training programs for all appointing authorities and constitutional officers.

# HUMAN RIGHTS COMPLIANCE MANAGER (continued)

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## Illustrative Tasks (continued)

- Serves as second-in-command of office in the absence of the director; approves time off, has input into performance reviews, as well as maintains signatory authority for purchasing, payroll and other financial matters; advising and assisting department heads and appointing authorities and coordinating EEO and ADA activities.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of federal, state and local laws, rules, regulations, ordinances and guidelines governing human rights issues, including fair housing, employment, disability, and civil rights.
- Knowledge of principles and practices of public administration and research techniques and the ability to develop and maintain reports.
- Ability to apply computer applications and software.
- Ability to effectively deal with all levels of management, functioning as advisor and instructor.
- Ability to analyze data and make fair judgments of effectiveness or compliance.
- Ability to develop and present effective, informative educational material to various groups and communicate effectively, verbally and in writing.
- Ability to supervise investigators in a local, state or federal statutory anti-discrimination enforcement agency.

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Reinstated	EEOC Code	Overtime Code
8/18	Professionals	Exempt