

# DIRECTOR, HUMAN RIGHTS

Job Code	Pay Grade
00199	E5

## Nature of Work

This is highly responsible professional, administrative, and technical management work in developing, coordinating, implementing, and monitoring the Equal Employment Opportunity/Human Rights Program for Pinellas County. An incumbent in this class is responsible for ensuring that Pinellas County complies with the provisions of the Equal Employment Opportunity Act of 1972, and all other federal, state, and local laws pertaining to discrimination and Equal Employment Opportunity. Responsibilities include the enforcement of Pinellas County Human Rights Ordinance with regard to employment, housing, and public accommodations for the entire County. Due to the wide scope of activities to which attention must be given, there is much demand for independent judgment and a high degree of responsibility is delegated by the Affirmative Action-Equal Employment Opportunity Committee. The Affirmative Action - Equal Employment Opportunity Committee comprised of: A member of the Board of County Commissioners; Clerk of the Circuit Court; Property Appraiser; Sheriff; Supervisor of Elections; Tax Collector; County Administrator; Chairperson of the Unified Personnel Board; Director of Human Resources of the Unified Personnel System; Chairperson of the Employees' advisory Council; and Executive Director of Business Technology Services provides policy and program direction to the incumbent. The incumbent reports to and is supervised by the Affirmative Action - Equal Employment Opportunity Committee.

## Minimum Qualification Requirements

- 8 years professional experience in highly complex and responsible work in human relations or equal employment opportunity that includes 2 years as a manager or supervisor; or
- Associate's degree with major course work in the social sciences or in business or public administration and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- Master's degree and 2 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.)

- Plans, directs and supervises the operation and personnel of the Office of Human Rights.
- Develops a policy statement and a written Affirmative Action - Equal Employment Opportunity Program, including internal and external communication procedures for the program.
- Administers the contracts for enforcement of the County's Human Rights Ordinance.
- Develops the annual budget for Office of Human Rights.
- Assists line management in collecting and analyzing employment data, identifying problem areas, and setting expectancy programs to achieve remedies to eliminate any discriminatory practices discovered in the employment system.
- Designs, implements, and monitors internal audit and reporting systems to measure Affirmative Action - Equal Employment Opportunity effectiveness and to determine where progress has been made and where further action is needed. Assures that such action is taken.
- Reports to the Affirmative Action - Equal Employment Opportunity Committee monthly on the progress of each office and department in relation to the Committee's expectancies. Discusses findings with appropriate authorities prior to monthly reports.
- Serves as liaison between offices and departments of Pinellas County, government regulatory agencies, minority and women's organizations and other community groups.
- Disseminates current legal information affecting Equal Employment Opportunity to responsible officials.

# DIRECTOR, HUMAN RIGHTS (continued)

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## Illustrative Tasks (continued)

- Plans, develops, and conducts training programs on Equal Employment Opportunity for various organizational levels.
- Reviews the final adverse personnel actions relating to EEO matters.
- Represents county departments and appointing authorities in hearings with the EEOC and other Civil Rights agencies.
- Coordinates the development of the County's Human Rights Ordinance.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the Equal Employment Opportunity Act of 1972, as it relates to local and state government and all other federal, state, and local laws pertaining to Equal Employment Opportunity, Civil Rights, Fair Housing and Human Rights.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Ability to apply computer applications and software.
- Ability to analyze and solve problems relating to Equal Employment Opportunity and to render advice and assistance on each.
- Ability to present oral and written comments and recommendations, clearly and concisely.
- Ability to make sound independent judgment.
- Ability to maintain good public relations with subordinates, superiors and the public.
- Ability to conduct investigations and to prepare accurate analyses.

For official use only

Revised	EEOC Code	Overtime Code
2/11	Officials & Administrators	Exempt