



Human Rights Compliance Manager

Category: Exempt
Pay Grade: E27
Job Code: 00197

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of professional experience in affirmative action or equal employment opportunity and fair housing, or related field that includes one (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 six (6) years of experience as described above; or Bachelor's degree and four (4) years' experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.

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.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.