



Director, Human Rights

Category: Exempt
Pay Grade: E35
Job Code: 00199

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 highly responsible professional, administrative, and technical management work in developing, coordinating, implementing, and monitoring the Equal Employment Opportunity/Human Rights Program for Pinellas County; ensures that the 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; enforces Pinellas County Human Rights Ordinance with regard to employment, housing, and public accommodations for the entire County.

ESSENTIAL JOB FUNCTIONS (examples, 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 and 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 and discusses findings with appropriate authorities prior to monthly reports;
- Serves as liaison between offices and departments of the County, government regulatory agencies, minority and women's organizations, and other community groups;
- Disseminates current legal information affecting Equal Employment Opportunity to responsible officials;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of professional experience in highly complex and responsible work in human relations or equal employment opportunity that includes two (2) years as a manager or supervisor; or an Associate's degree with major coursework in the social sciences or in business or public administration and six (6) years of experience as described above; or a Bachelor's degree and four (4) years of experience as described above; or a Master's degree and two (2) years of 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 knowledge, skills, abilities, and credentials required for a specific position.

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.

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:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- 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.
- Reaching: Extending hand(s) and arm(s) in any direction.
- 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.
- Standing: Particularly for sustained periods of time.
- 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.