

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN RIGHTS SPECIALIST I

POSITION CODE: 19778
Effective: 7-1-80

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs liaison and/or monitoring activities in one of the following Human Rights Department areas: Equal Employment Opportunity Public Contract Compliance; State Agency Equal Employment Opportunity Compliance; Human Rights Community Relations; or 504 Coordination; receives a short period of on-the-job orientation and then performs routine duties independently.

ILLUSTRATIVE EXAMPLES OF WORK:

1. In Public Contract Compliance, receives information regarding federal provisions and Human Rights Act provisions applicable to contractors receiving state or federal monies; becomes familiar with and competent in utilizing the forms and techniques required to ascertain affirmative action compliance of public contractors.
2. As a state agency compliance reviewer, studies guidelines as applicable to Human Rights Act provisions, basic governmental organizational structures, Illinois Personnel Code provisions and systems, and Civil Service Commission provisions pertaining to equal employment opportunity; after initial learning period performs monitoring functions for a limited number of state agencies to assure Equal Employment Opportunity compliance and assists with minor revisions to affirmative action plans.
3. In 504 Coordination, becomes familiar with provisions of conditions of employment for handicapped individuals; receives instruction in state and federal rules, regulations, laws, and guidelines for handicapped employment; performs routine monitoring and assistive functions of state agencies.

HUMAN RIGHTS SPECIALIST I (Continued)

4. Employees concerned with community relations receive on-the-job orientation in assisting local governmental jurisdictions with setting up Human Rights Commissions or Departments and giving guidance and direction to public and private civic groups and organizations in dealing with Human Rights issues; critical areas of concern are: recognition of viable local ordinances dealing with human rights; and problem solving on issues that do not require compliance to existing laws or ordinances; after initial training, may utilize knowledge and skills individually on routine and short-term project assignments; typically functions as a team member dealing with routine parts of complex or long-range projects.
5. Complex problems or issues are referred to a supervisory or higher level for resolution.
6. Position incumbents are responsible for requisite evaluations, reports and recommendations and may be required to make on-site visits.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business, public, or personnel administration, public relations, statistics, and/or the social sciences.

Requires no previous experience.

Knowledges, Skills and Abilities

Requires elementary knowledge of governmental and business structure and organization.

Requires elementary knowledge of affirmative action issues.

Requires ability to develop skills in collecting and analyzing information.

Requires ability to communicate effectively both orally and in writing.

Requires ability to develop skill in computing and analyzing simple statistical data.

Requires ability to establish and maintain working relationships with a wide variety of people.