

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN RIGHTS SPECIALIST II

POSITION CODE: 19779

Effective: 7-1-80

DISTINGUISHING FEATURES OF WORK:

Under general supervision, independently performs moderately complex 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; 504 Coordination; and Human Rights Community Relations; collects information and data that is sometimes difficult to obtain, analyzes information and writes reports and recommendations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. In Public Contract Compliance, reviews and monitors the Equal Employment Opportunity compliance of companies holding or bidding on public contracts; collects and analyzes data, including performing statistical analysis; required to perform on-site data collection as necessary; may submit documented evidence of compliance review or supply testimony of review; may participate in negotiation conferences to correct poor affirmative action practices; refers very complex issues to high level reviewer or supervisor for advice or action.
2. As a State Agency Equal Employment Opportunity compliance reviewer, applies the provisions of the Human Rights Act, federal guidelines, knowledge of government organizational structures and resources of the Illinois Personnel and Civil Service Systems documents and structures to monitor compliance of all state agencies or instrumentalities to the Human Rights Act provisions; acts in an assistive capacity to agency directors and EEO/AA liaisons in major modifications to affirmative action plans or in resolving specific compliance problems; problems of a highly complex nature are referred to higher level reviewer or supervisor for assistance or solution.
3. In 504 Coordination, the employee must be cognizant in detail of state and federal rules, regulations, laws and guidelines regarding the conditions of employment for handicapped people; applies same in monitoring the progress of work location modifications; reviews modification plans for compliance and to make suggestions; assists agency representatives with information about some interpretation of rules, regulations and guidelines; problems and complex issues are referred for assistance or solution.

HUMAN RIGHTS SPECIALIST II (Continued)

4. Employees in Community Relations perform assistive functions to local governmental jurisdictions in setting up Human Rights Commissions or Departments; perform a review of specific local ordinances and contact functioning groups to utilize as resources in this activity; assist public and private civic groups and organizations in problem solving; typically acts as a full functioning team-member or individually on any project assignment, but referring complex or delicate issues to higher level for resolution; makes recommendations in the form of a report to requesting groups.
5. Position incumbents are responsible for requisite evaluations, reports and recommendations.
6. Incumbents may often be required to make field visits and/or evaluations.
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 one year of professional experience in dealing with affirmative action practices or human rights issues.

Knowledges, Skills and Abilities

Requires working knowledge of governmental and business structures and organizations.

Requires working knowledge of affirmative action rules, regulations and guidelines.

Requires ability to communicate effectively, both orally and in writing.

Requires ability to compute and analyze statistical data.

Requires ability to establish and maintain effective working relationships with management people, employers, elected and appointed officials and the general public.

Requires ability to apply Equal Employment Opportunity rules, regulations and guidelines to specific situations.