

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

HUMAN RIGHTS SPECIALIST III

POSITION CODE: 19780

Effective: 7-1-80

DISTINGUISHING FEATURES OF WORK:

Under direction, independently performs complex problem solving and issue resolution as well as full range of monitoring and/or liaison functions 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; performs consistently at an advanced level and/or acts as lead worker for lower level positions.

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; as an experienced reviewer, performs all of the requisite duties: reviewing forms, on-site audits, reports and recommendations; as well, convenes negotiation conferences, applies sophisticated statistical computation to determine compliance, renders assistance to lower level employees on complex or unclear problems and issues, and assists in training beginning professional employees.
2. As a State Agency Compliance reviewer, monitors the compliance of any state agency or instrumentality to Equal Employment Opportunity provisions of the Human Rights Act, works with directors and liaison people to develop and update affirmative action plans, comply with reporting requirements and solve specific compliance problems, particularly of a complex or delicate nature; acts as a resource to lower level personnel in solving complex problems or resolving delicate situations; assists in training beginning employees.
3. In 504 Coordination, performs monitoring and liaison functions concerning the conditions of state employment for handicapped people; applies a wide variety of knowledge about regulations, laws, guidelines and detailed specifications to assure compliance in modification of work locations and plans for modification; meets with agency representatives and other people concerned to resolve problems and complexities; gives guidance, advice, suggestions, and training to lower level employees.

## HUMAN RIGHTS SPECIALIST III (Continued)

4. Employees in Community Relations work independently, or routinely as a team leader, to assist local governmental jurisdictions in setting up Human Rights Organizations; assists in the resolution of complex problems and issues for public and private civic groups and organizations; provides assistance, guidance, and training to lower level employees.
5. Position incumbents are responsible for generating or directing the completion of requisite reports, evaluations, and recommendations.
6. Incumbents are routinely required to make field visits and/or evaluations.
7. Employees at this level are routinely called upon to act in the absence of the supervisor.
8. 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 the completion of four years of college, preferably with coursework in business, public, or personnel administration, public relations, statistics, and/or the social sciences.

Requires two years of professional experience in dealing with affirmative action or human rights issues and practices.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of governmental and business structures and organizations.

Requires extensive knowledge of Equal Employment Opportunity 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 apply affirmative action rules, regulations, and guidelines to specific situations.

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

Requires ability to give guidance and training to lower level employees.