# Director of Human Rights Tompkins County

**Department:** Human Rights Department

Classification: Non-competitive
Labor Grade: Management Grade 86
Approved: Board Action 12/20/1988

**Revised:** 2/90; 6/91; 6/99; 01/06; 06/10; 3/13; 11/13/18; 10/10/19; 10/2025

By: HB, Deputy Commissioner of Human Resources

#### **MINIMUM QUALIFICATIONS:**

- 1. Master's degree in social science, human services, business administration, public administration, public policy, sociology, political science or a related field **AND** three (3) years progressively responsible administrative or supervisory experience in human rights, civil rights, fair housing compliance and management and implementation of human rights or equal employment opportunity programs; **OR**
- 2. Bachelor's degree in social science, human services, business administration, public administration, public policy, sociology, political science or a related field **AND** five (5) years progressively responsible administrative or supervisory experience in human rights, civil rights, fair housing compliance and management and implementation of human rights or equal employment opportunity programs; **OR**
- 3. Any combination of training and experience equal to or greater than that defined in (A) or (B) above.

### **SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our <u>values</u> of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our Strategic Plan and Institutionalizing Equity Report, which embed equity across our operations.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a managerial position that reports directly to the County Administrator and is responsible for directing the services and activities offered through the County's Human Rights Office in conjunction with the Human Rights Commission. The director will handle all inquiries from employers, employees, landlords, tenants, individuals and organizations regarding interpretation of the Human Rights Law or other problems involving human or civil rights of individuals. The director will refer complaints of discrimination and other issues to the appropriate state and federal agencies dealing with discrimination and, in appropriate circumstances, provide facilities and equipment to assist persons in filing such complaints. The director will speak on behalf of the Human Rights Office in coordination with the Human Rights Commission to various local and state organizations to implement the educational function of the Human Rights Commission and Human Rights Office. The director is responsible for the education of the public regarding anti-discrimination laws, affirmative action, equal opportunity and compliance programs, policies and regulations and for coordinating the administrative functions of the Human Rights Commission and for carrying out the policies of the County Legislature. The position operates under the general direction of the County Administrator with wide latitude allowed in the administration of the overall program. Supervision is exercised over the staff of the Human Rights Office. The director will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Develops and implement policies, programs and strategic plans to promote human and/or civil rights, cultural competency, racial equity and social justice;
- Conducts specialized training on complex civil rights issues, supervises the development of outreach programs, including informational materials;
- Represents the county and Human Rights Commission at public meetings, hearings, and intergovernmental forums related to human and civil rights;
- Refers complaints of discrimination and other issues to organizations where deemed appropriate;
- Advises public on how to file complaints with appropriate state and federal agencies dealing with discrimination with a view to reducing and eliminating such alleged discrimination through the processes of conference, conciliation, and persuasion;
- Devises and implements results-oriented advocacy strategies in support of special emphasis programs, workforce diversity objectives and goals in the execution of the County's EEO programs;
- Prepares and delivers reports to the County Administrator, Legislature, and the Commission outlining the work of the Office:
- In collaboration with the County Administrator, the Chief Equity and Diversity Officer, and other appropriate County staff provides technical advice and guidance on the administration of the EEO programs and supporting activities, which may include conducting workforce and barrier analyses to develop target recruitment strategies.
- Directs the preparation and administration of the department's annual budget;

#### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of local, state, and federal laws, regulations, administrative procedures and court decisions related to human and/or civil rights that prohibit discrimination in employment, public accommodations, credit, and education on the basis of race, color, religion, sex, pregnancy, childbirth or related medical conditions;
- Comprehensive knowledge of antidiscrimination laws, including but not limited to Human Rights Ordinance, Title VII, Title VII (the Fair Housing Act), Age Discrimination in Employment Act, ADA and other related laws;
- Comprehensive knowledge of the principles and practices of administration to include budgeting, personnel administration, project management, program reporting and communication, and supervising principles and techniques;
- Demonstrated ability to provide leadership in a diverse workforce, cultivating respectful, inclusive and safe environments:
- Ability to interpret and effectively present complex oral and written information in ways that are accessible for diverse audiences:
- Effective communication and interpersonal skills to develop and foster strong relationships with a variety of stakeholders including the public, County departments, community organizations and governmental and private agencies;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Originally created 12/20/1988