

Director of Human Rights Tompkins County

Department: Human Rights Department

Classification: Non-competitive

Labor Grade: Management Grade 88

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

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Law degree and three (3) years of legal experience in Human/Civil Rights practices, equal employment opportunity programs, or labor and employment law; **OR**

(b) Masters degree in social science, human services, business administration, public administration, public policy, sociology, political science or a related field **AND** three (3) years administrative experience in human rights, civil rights, affirmative action, EEO, dispute resolution, or other programs serving community needs; **OR**

(c) 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 administrative experience in human rights, civil rights, affirmative action, EEO, dispute resolution, or other programs serving community needs; **OR**

(d) Any combination of training and experience equal to or greater than that defined in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

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 the rights of individuals. The director will advise persons on how to file complaints with 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 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:

- Keeps abreast and informed of human and civil rights laws, equal employment opportunity (EEO) and contract compliance rules, policies and regulations;
- 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;
- Directs the preparation and administration of the department's annual budget;
- Serves as advisor to the Commission;
- Conducts specialized training on complex civil rights issues, supervises the development of outreach programs, including informational materials;
- Refers complaints of discrimination and other issues to organizations where deemed appropriate;

- 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 Commissioner of Human Resources 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.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local, state, and federal laws, regulations, and policies related to human/civil rights and equal employment opportunity programs; Thorough knowledge of the organizational structure of the county workforce, administrative and personnel practices that have an impact on affirmative employment and equal opportunity goals; Thorough knowledge of modern management principles and practices; Good knowledge of laws pertaining to labor relations, contract compliance, alternative dispute resolution, and disability law; Good knowledge of dispute resolution and conciliation strategies and techniques; Good knowledge of management principles and practices involved in strategic planning, human resources modeling, and leadership techniques; Good knowledge of municipal accounting principles and techniques of budget preparation; Good knowledge of public information and public relations techniques; Working knowledge of civil service laws and practices for targeted recruitment, selection, training and placement, labor relations, grievances and negotiations; Working knowledge of the principles and practices of educating and interacting with the public; Ability to foster mutual respect and understanding among diverse groups such as, but not limited to, those characterized by race, religion, nationality, and sexual orientation in the community; Ability to conduct barrier analysis, data collection, and evaluate workforce policies and procedures, recommend appropriate actions and methods to address systemic barriers to personnel practitioners, managers, and officials; Ability to research, comprehend, analyze pertinent data; Ability to deal effectively with the public; Ability to obtain and accurately analyze data; Ability to effectively communicate, coordinate, plan and organize; Ability to secure the cooperation of others; Ability to gain the confidence and cooperation of others; Ability to develop and implement policies and procedures; Ability to establish and maintain good interpersonal working relationships with the public and governmental official; Ability to assign and supervise the work of professional staff; Integrity, resourcefulness, sound professional judgment, and physical condition commensurate with the demands of the position.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation with community agencies, municipalities and throughout the organization. Internal contacts may include work with elected officials, department heads or deputies and will require professional collaboration on overlapping projects. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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