

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: DIRECTOR OF HUMAN RIGHTS

SALARY: \$73,362 to \$79,685

TYPE OF EMPLOYMENT: Full-time Provisional, 40-hours per week,

ISSUE DATE: 03/21/13

THE FINAL DATE TO FILE APPLICATIONS: 05/31/13

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/01/13

RESIDENCY WAIVED

LOCATION OF POSITION/VACANCY

There is currently one full-time provisional competitive class vacancy in the title of Director of Human Rights located in the Department of of Human Rights. This is a management position that is appointed by, and reports to, the County Administrator. As a Department Head, the incumbent is considered a Public Officer. In accordance with Public Officers Law, applicants must be United States citizens (either natural born or naturalized) and the successful candidate must establish residency in Tompkins County within a reasonable period of time, and maintain such county residency for the duration of employment.

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.

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.

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 Commission. The incumbent 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. He or she will investigate complaints and allegations in an attempt to conciliate problems on a local level, and refer cases to other organizations where deemed appropriate. The incumbent is responsible for the administration and enforcement of 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 Commission. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Researches and interprets human and civil rights laws, equal employment opportunity (EEO) and contract compliance rules, policies and regulations;

Establishes and directs procedures for the enforcement, receipt, processing of discrimination and equal employment opportunity complaints;

Monitors progress of investigations and makes recommendations to resolve discrimination or harassment complaints through alternative dispute resolution, conciliation, hearings, compliance reviews and/or corrective action agreements;

Reviews, analyses and evaluates investigative reports to determine if a case is supported by sufficient evidence and jurisdiction;

Directs the preparation and administration of the department's annual budget;

Assist with the maintenance of information systems to collect and disseminate management information on compliance and enforcement activities;

Serves as advisor to the Commission;

Conducts specialized training on complex civil rights issues, supervises the development of outreach programs, including informational materials;

Conducts and/or supervises investigations staff preparation of investigative strategic plans, interrogatories, fact-finding conferences, on-site investigations, and in analyzing statistical and factual data;

Provides technical advice and guidance to agency officials and employees on the EEO process and compliance programs;

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;

In collaboration with the County Administrator and Commissioner of Personnel facilitates the administrations of the EEO programs and supporting activities, which includes conducting workforce and barrier analyses to develop target recruitment strategies; and

In collaboration with the County Administrator and Commissioner of Personnel, assist with internal audit of county policies, practices and procedures to identify possible EEO violations, analyzes employment data, compile and assist in preparing required statistical reports.

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 investigative and analytical techniques, procedures and requirements for the preparation and processing of cases of alleged discrimination;

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;

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;

Working knowledge of civil service laws and practices for targeted recruitment, selection, training and placement, labor relations, grievances and negotiations;

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 and interpret civil/human rights laws and EEO regulations and supervise their application to specific situations and draw appropriate conclusions;

Ability to communicate clearly and effectively, both orally and in writing to prepare, present, and support reports to officials and the public;

Ability to develop and implement policies and procedures;

Ability to establish and maintain good interpersonal working relationships with the public and governmental officials;

Ability to assign and supervise the work of professional staff involved in the enforcement of human/civil rights statutes and equal opportunity regulations;

Integrity, resourcefulness, sound professional judgment, and physical condition commensurate with the demands of the position.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850