

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources 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: Human Rights Program Manager

SALARY: \$68,723.20 Hire rate, \$72,342.40 Work rate after 9 months

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 04/24/26

THE FINAL DATE TO FILE APPLICATIONS: 05/24/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 05/25/26

RESIDENCY WAIVED

We are seeking a **Human Rights Program Manager** to lead efforts that advance equity, inclusion, and civil rights across our community. In this role, you will develop and manage human rights programs, conduct outreach and training on anti-discrimination laws, collaborate with community organizations and County departments, and analyze data to support informed decision-making and program improvement.

Please include a cover letter and resume.

MINIMUM QUALIFICATIONS :

1. Bachelor's degree in Human Rights, Law, Public Administration, Social Sciences, or a closely related field **and** two (2) years of professional experience in human rights, civil rights, community advocacy, program administration, or a related area **OR**
2. Associate's degree in Human Rights, Law, Public Administration, Social Sciences, or a closely related field **and** four (4) years of professional experience in human rights, civil rights, community advocacy, program administration, or a related area **OR**
3. Any equivalent combination of education, training, and experience equal to or greater than a or b.

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 values 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 position is responsible for planning, coordinating, implementing, and evaluating human rights programs and initiatives for Tompkins County. The Human Rights Program Manager works to advance equity, inclusion, and compliance with human rights laws through community engagement, education, advocacy, research, and program oversight. The incumbent collaborates with county departments, community organizations, and residents to address discrimination, promote access to services, and strengthen protections for protected classes.

The work is performed under general supervision from the County Administrator (or their designee) with considerable independence. Supervision may be exercised over program staff, interns, volunteers, or temporary staff.

TYPICAL WORK ACTIVITIES:

(Illustrative only and not intended to be all-inclusive)

- Develops, implements, and monitors human rights programs and initiatives aligned with County priorities
- Conducts outreach and education to community members, service providers, and employers on human rights laws and protections
- Assists in the development of policies, procedures, and program standards related to equity and non-discrimination
- Collects, analyzes, and reports data related to program outcomes and community needs
- Coordinates trainings, workshops, and public forums on human rights issues
- Collaborates with County departments, community organizations, and advocacy groups
- Prepares reports, grant materials, correspondence, and presentations for internal and external stakeholders
- Assists with grant compliance, monitoring, and reporting requirements
- Represents the County at meetings, committees, and community events
- Maintains accurate records in accordance with County and legal requirements

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of federal, state, and local human rights and anti-discrimination laws
- Knowledge of principles of equity, inclusion, and social justice
- Ability to plan, implement, and evaluate programs
- Ability to communicate effectively, both orally and in writing
- Ability to work collaboratively with diverse populations and stakeholders
- Ability to analyze data, prepare reports, and maintain records
- Ability to exercise sound judgment, discretion, and confidentiality
- Ability to organize work, manage multiple priorities, and meet deadlines

Originally created 03/2026

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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 Department of Human Resources 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 Department of Human Resources 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 Department of Human Resources 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.

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