



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: HUMAN RELATIONS REPRESENTATIVE III**

**BARGAINING UNIT:** [AEC](#)

**CODE NUMBER:** 4064

**PAY RANGE CODE:** 22 AEC

**REVISION DATE:** 1/28/16

## **NATURE OF WORK:**

This is professional and supervisory work overseeing the operations of an assigned division within the Human Rights and Relations Department. Work includes planning and supervising the activities of the assigned division, developing educational/informational programs, planning and conducting seminars and lectures, recommending policy revisions, analyzing problems, and preparing reports. An incumbent in this classification works with considerable independence and receives only general supervision.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Plans, assigns, and supervises the operation of an assigned division within the Human Rights and Relations Department.

Prepares general and detailed reports, analyzes problems, and prepares recommendations for solutions.

Administers and manages ADA and Title VI compliance.

Manages the enforcement, compliance, policy, and procedures of applicable City ordinances, program ordinances, state statutes, Title VII of the Civil Rights Act, Title VIII of Fair Housing and Equal Opportunity, Fair Housing Act regulations, and any standard operating procedures that apply.

Researches potential grants for the Human Rights and Relations Department.

Manages the department budget, authorizes expenditures, and reviews cost accounting reports.

Manages city economic inclusion contract compliance and enforcement programs, including inclusion efforts with workforce development, youth outreach, and subcontracting.

Manages the community engagement outreach strategy.

Reviews departmental procedures relating to housing, employment, and other civil rights programs and recommends policy revisions in accordance with laws and ordinances.

Researches and develops comprehensive educational and informational programs dealing with employment, schools, housing, public accommodation, work force development, youth outreach, and sub-contracting.

Participates on community committees and boards, and acts as a community liaison for the department that embodies the mission of the Human Rights and Relations Department.

Participates in designing programs which promote equality and understanding among all citizens.

Plans and conducts seminars and lectures within the confines of established human relations policies.

Works with local underserved and underrepresented community members to include the refugee community.

Conducts conciliation and mediation efforts.

Manages City Council reports and contract compliance requirements for the City.

Administers and coordinates the City's limited English proficiency program. Develops plans and coordinates translation services.

Partners with third party organizations to provide assistance for small business contractors.

Manages relationships and partnerships with City business owners who utilize the City's Small and Emerging Business program.

Performs site visits.

Prepares recommendations and reports regarding present and future activities of community human relations activities.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of federal, state, and local laws and programs affecting human relations activities.

Knowledge of current trends, development, and modern techniques in the area of civil rights, affirmative action, conciliation, and community relations activities.

Knowledge of departmental policies and procedures and modern management techniques in the area of supervision.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees, community partners, and members of the general public.

Ability to plan, assign, and oversee the operation of an assigned division.

Ability to perform research and analytical work in conjunction with assigned investigative projects.

Ability to gather, correlate, and analyze facts and develop solutions to human relations problems.

Ability to analyze data, prepare reports, and make recommendations from information gathered by research and investigation.

Ability to develop educational and informational programs and plan and conduct seminars.

Ability to communicate effectively in a small or large group setting in order to conduct lectures and seminars.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit 76 to 100% of the time and to stand and walk 0 to 25% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Four (4) years of progressively responsible experience in any of the following: the application of civil rights laws and regulations; processing complaints alleging discrimination in employment, housing, public accommodations; community affairs; program/project administration; civil and human rights; contract compliance; or economic inclusion; two (2) years of which must have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:**

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises and at various locations when gathering information on alleged discrimination charges.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone  
Copy Machine  
Presentation equipment

Computer  
Fax Machine

Printer

Previous Revision Date(s):  
05/27/93