



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HUMAN RELATIONS REPRESENTATIVE II

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0630

PAY RANGE CODE: 17.2 MC REVISION DATE: 1/28/16

NATURE OF WORK:

This is supervisory and specialized work in the activities and programs of the Human Rights and Relations Department. Work includes exercising supervision over subordinates, reviewing staff investigation summaries and settlement agreements, mediating the conciliation of complaints, and addressing groups to increase public awareness of discrimination and equal employment opportunity. General supervision is received; however, incumbents are given wide latitude within established policies and procedures to make independent decisions regarding work methods, procedures, and techniques.

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.)*

Assigns work, establishes deadlines, trains, and monitors the performance of subordinates.

Recommends the hiring, disciplining, and firing of subordinate personnel.

Administers and manages the City work development program and the City small and emerging business program; manages the relationship with community partnerships that utilize the programs and assists members in the programs.

Reviews staff investigation summaries for accuracy and completeness and accepts or rejects the reports and subsequent settlement agreements.

Mediates the conciliation of complaints; uses data and reports prepared by subordinates during consolidation and finalization of cases to be presented to the Human Relations Board.

Addresses public, civic, and private groups to increase public awareness of discrimination and equal employment opportunity.

Drafts proposals regarding complaints and investigative procedures.

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

Performs site visits.

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 investigative or research techniques and federal, state, and local civil rights laws.

Knowledge of interviewing techniques and civil rights investigations.

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 with members of the general public.

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

Ability to draft proposals regarding complaints and investigative procedures.

Ability to analyze departmental procedures relating to civil rights programs and recommend policy revisions in accordance with laws and ordinances.

Ability to supervise subordinates to include training, assigning work, establishing deadlines, monitoring performance, and recommending hiring, disciplining, and firing of subordinate personnel.

Ability to effectively communicate in order to address groups.

Ability to understand written or oral instructions.

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

Ability to sit 51 to 75% of the time and to stand and walk 26 to 50% 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

Three (3) 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.

OR

Seven (7) 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.

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:

Telephone
Copy Machine
Presentation Equipment

Computer
Fax Machine

Printer

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