



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: HUMAN RELATIONS REPRESENTATIVE I**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0620**

**PAY RANGE CODE: 14.2 MC REVISION DATE: 1/28/16**

## **NATURE OF WORK:**

This is professional civil rights work in the Human Rights and Relations Department. Work includes investigating discrimination charges, negotiating settlements, and preparing and presenting training seminars. Incumbents interpret and apply human rights laws and regulations as appropriate to each case under investigation. Work is performed with relative independence but is reviewed by an assigned supervisor.

**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.)*

Investigates charges of discrimination by gathering complete data, conducting legal research, analyzing results, and preparing case review summaries.

Negotiates settlements to charges of discrimination with parties involved in accordance with acceptable department standards.

Prepares lesson plans and training aides for public education programs to identify and correct unlawful discrimination.

Provides economic inclusion program administration assistance.

Prepares economic inclusion program reports and monitors compliance of those reports.

Communicates economic inclusivity goals to community partners.

Works with small and emerging business entities and owners on contracting with the city.

Presents equal employment opportunity seminars to public, civic, and private groups.

Investigates companies, organizations, and individuals doing business with the City to ensure equal employment for all employees according to contract compliance ordinances.

Prepares and negotiates contract compliance agreements according to department standards in order to resolve non-compliance with applicable 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 English usage and grammar.

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

Knowledge of advanced investigative intake techniques.

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 conduct effective personal interviews.

Ability to handle complex intake scenarios.

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 organize and analyze data and problems to make responsible recommendations for solution in accordance with human rights laws and regulations.

Ability to develop lesson plans and training aids for public education programs.

Ability to prepare and negotiate contract compliance agreements.

Ability to effectively communicate in order to gather information on alleged discrimination cases and present training 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; to bend, stoop, and reach from 51 to 75% of the time; and to stand and walk from 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

Two (2) 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

Six (6) 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:** *(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  
Tape recorder  
Presentation equipment

Computer  
Calculator  
Printer

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