

DEPUTY DIRECTOR - HUMAN RIGHTS COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Executive Director of the Human Rights Commission, the incumbent is responsible for the daily supervision and administration of the office. The incumbent assists with the administration and implementation of anti-discrimination laws, policies and regulations, supervises investigative and support staff, conducts investigations, assists in the development and presentation of public information and educational materials, and provides advice and assistance to department staff, Commission members, and the public. Substantive contact occurs with employers, landlords, labor organizations, real estate brokers/sales staff, creditors, local municipal officials and elected officials. The incumbent also acts for the Executive Director in his/her absence. Supervision is exercised over professional and support staff personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the daily operations and administration of the office; ensuring cases and complaints are processed properly and in a timely manner;

Plans, supervises and assigns work to investigative and support staff; evaluates performance; conducts training and staff development activities; handles disciplinary issues, etc.;

Assists in the development and implementation of all office policies and procedures;

Develops standards and procedures to be followed by all staff to ensure that investigations of complaints of discrimination based on race, color ethnicity, religion, national origin, alienage or citizenship, gender, age, sexual orientation, marital status, or disability, are handled properly, promptly and thoroughly;

Ascertain if the Commission has jurisdiction over complaints of discrimination based on race, color ethnicity, religion, national origin, alienage or citizenship, gender, age, sexual orientation, marital status, or disability, and if the complaint has merit;

Assists with the development and administration of the budget;

Implements procedures for the enforcement of anti-discrimination laws;

Serves as a liaison with the County Attorney's Office, Human Rights Commission members, local, state and federal compliance agencies, and various community, business, religious, and labor organizations;

Monitors and reviews cases with investigative staff to develop plans of action to facilitate the thorough, equitable and expeditious resolution of cases;

Conducts investigations; interviewing and questioning involved parties and conducts fact-finding, field investigations and inspections to gather and verify all pertinent information regarding the claim;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Supervises the conduct of fact-finding conferences to ensure a thorough investigative effort;

Supervises conciliation conferences in coordination with investigative staff;

Represents the Executive Director and the Commission at various public forums to educate and inform the public regarding civil rights laws, rules and regulations, and the role of the Human Rights Commission;

Prepares monthly reports concerning the status of all cases;

Researches and interprets laws, rules, regulations, guidelines, court rulings and opinions;

Assists in the development of human rights outreach programs and educational and informational materials;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the legal and administrative requirements for investigating, preparing and processing cases of alleged discrimination; thorough knowledge of local, state and federal laws, regulations and court rulings related to human/civil rights; good knowledge of the principles and practices of administration, management, and supervision; good knowledge of the issues faced by victims of discrimination; ability to comprehend, analyze and interpret laws and regulations and supervise their application to specific situations; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to identify critical factors and to formulate realistic proposals; ability to communicate clearly and effectively, both orally and in writing; ability to develop and implement policies and procedures; ability to prepare, present and support reports to officials and the public both orally and in writing; ability to establish and maintain effective working relationships; ability to assign and supervise the work of professional, administrative and clerical staff involved in the enforcement of human/civil rights statutes/regulations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; imaginative; initiative; tact, diplomacy; integrity; diligence; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and five years of experience involving investigative and reporting procedures related to Human/Civil Rights practices, two years of which must have included human rights objectives, labor or employment law issues, human resources matters or related concerns; or (b) a Juris Doctorate Degree* and two years of legal experience at a managerial level in Human/Civil Rights practices, prosecuting bias crimes or in labor/employment law issues.

SPECIAL REQUIREMENT: Must possess a valid driver's license to operate a motor vehicle in the state of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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