

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Civil Rights	SERIES NO.: 6912
	MAJOR AGENCIES: Civil Rights Commission	EFFECTIVE DATE: 03/07/2004

SERIES PURPOSE:

The purpose of the civil rights occupation is to review, coordinate, enforce & manage civil rights programs.

At the third level, incumbents supervise lower-level civil rights compliance coordinators engaged in statewide enforcement.

At the fourth level, incumbents supervise lower-level civil rights compliance coordinator supervisors & plan, organize & evaluate civil rights programs.

CLASS TITLE:

Civil Rights Compliance Coordinator Supervisor

CLASS NUMBER:

69125

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of civil rights laws in order to supervise lower-level civil rights compliance coordinators engaged in statewide enforcement of Chapter 4112 of Revised Code.

CLASS TITLE:

Civil Rights Administrator

CLASS NUMBER:

69126

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of civil rights laws in order to plan, organize & evaluate civil rights programs & supervise lower-level civil rights compliance coordinator supervisors & other civil rights personnel.

CLASS TITLE: Civil Rights Compliance Coordinator Supervisor	CLASS NUMBER: 69125	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level civil rights compliance coordinators engaged in statewide enforcement of Chapter 4112 of Revised Code, serves as primary technical advisor for agency's compliance program (e.g., provides advice & consultation affecting policy & decisions of regional offices, recommends agency policy changes when required; provides consultation & advice as compliance expert) & trains staff in compliance activities.

Assists in creating, planning, developing & implementing programs & procedures to carry out statutory requirements of Chapter 4112 of Ohio Revised Code; counsels agency officials on matters of administration, organization, policies & procedures; confers with attorneys, legislators, commission members, labor organizations & other government entities on specific problems of statutory interpretation & compliance; provides counsel to private industry upon request; prepares & delivers speeches on compliance.

Reviews & prepares reports on all problems of overall agency program &/or policy; conducts technical research related to complex investigative problems & makes detailed report of findings; prepares final activity report for review by civil rights field manager.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management*; supervisory principles/techniques*; state & federal laws governing discrimination (i.e., Chapter 4112 of Revised Code); interviewing; employee training & development; investigation methods & techniques. Ability to interpret extensive variety of technical material in books, journals & manuals; prepare & deliver speeches before specialized audiences & general public; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in developing policies & procedures, drafting legislation for civil rights commission at state or federal level & handling agency's quality assurance & compliance; 36 mos. trg. or 36 mos. exp. in investigating full range of discrimination cases.

-Or 6 mos. exp. as Civil Rights Compliance Coordinator, 69123.

-Or 6 mos. exp. as Civil Rights Field Representative Supervisor 1, 69114.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Civil Rights Administrator	CLASS NUMBER: 69126	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level civil rights compliance coordinator supervisors & plans, organizes & evaluates special civil rights programs (e.g., establishes program objectives, procedures, priorities & standards; provides for effective coordination of program activities with outside agencies, confers with top management on coordination of program activities in problem solving & program improvement & participates in formulation of policy relative to staff training & development).

Designs & develops brochures, publications, announcements & training materials; informs public & staff of up-to-date civil rights issues & provides information on civil rights law & agency rules & regulations for complainants, staff, government officials & general public through newsletters, media, personal contacts & speaking engagements.

Coordinates & directs processing of cases & case record management through all stages of procedures; prepares monthly analysis & evaluation of inventory according to established contractual procedures with Equal Employment Opportunity Commission & agency; submits monthly & annual reports to executive director; coordinates & directs work of staff with work of legal representatives; schedules public hearings & directs handling of cases to accomplish agency goals & objectives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; management; state & federal laws & rules governing civil rights; employee training & development; investigation methods & techniques. Ability to interpret extensive variety of technical material in civil rights laws; gather, collate & classify information about data, people & things; prepare & deliver speeches before specialized audiences & general public; prepare meaningful, concise & accurate reports; establish friendly atmosphere as supervisor of program activities.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in developing policies & procedures, drafting legislation for civil rights commission at state or federal level & handling agency's quality assurance & compliance; 42 mos. trg. or 42 mos. exp. in investigating full range of discrimination cases; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in management.

-Or 6 mos. exp. as Civil Rights Compliance Coordinator Supervisor, 69125.

-Or 6 mos. exp. as Civil Rights Field Representative Supervisor 2, 69115.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.