

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 first level, incumbents review cases for federally funded programs.

At the second level, incumbents provide legal or administrative support, advice & information for compliance programs to regional staff & provide expertise in investigative techniques.

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 Specialist

CLASS NUMBER:

69121

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The first full performance level class works under general supervision & requires considerable knowledge of civil rights laws in order to review cases for federally funded programs.

CLASS TITLE:

Civil Rights Compliance Coordinator

CLASS NUMBER:

69123

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of civil rights laws in order to provide legal or administrative support, advice & information for compliance programs to all regional staff & provide expertise in investigative techniques.

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.

<u>CLASS TITLE:</u> Civil Rights Specialist	<u>CLASS NUMBER:</u> 69121	<u>BARGAINING UNIT:</u> 14
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EFFECTIVE DATE:
03/26/1990

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.)

Reviews cases (i.e., applications for block grants or for matching funds) for federally funded programs in conjunction with agency's worksharing agreement (e.g., confirms identity of applicant; checks dockets to ascertain if there are current discrimination cases &/or open charges against applicant & if charges are pending, completes list of charges on review sheet &/or recommendation form, attaches to application & submits to supervisor for final determination), issues reporting status on current discrimination cases pending against applicant, maintains on-going contact with other departmental units & federal agencies (e.g., Equal Employment Opportunity Commission, Affirmative Action) to insure reporting deadlines are met & submitted for approval & assures compliance with applicable laws & procedures relative to review of grant applications.

Provides information to other staff members & serves in resource capacity for summarizing information for preliminary reports.

Compiles variety of miscellaneous reports; assists administrator on special projects (e.g., searches records, gathers & organizes data, prepares preliminary reports).

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal laws & rules governing discrimination (i.e., Chapter 4112 of Revised Code); processing procedures & techniques for application review relative to specific area of assignment*. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; cooperate with co-workers on group projects; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in investigating, documenting &/or reviewing civil rights cases or working in section of civil rights office involved in monitoring federally funded programs for compliance with civil rights laws against discrimination.

-Or 6 mos. trg. as Civil Rights Field Representative 2, 69112.

-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 Compliance Coordinator	CLASS NUMBER: 69123	BARGAINING UNIT: 14
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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.)

Provides specialized legal or administrative support, advice & information for compliance program to all regional staff & provides expertise in investigative techniques to establish & maintain compliance with Chapter 4112 of Ohio Revised Code, coordinates compliance activities with other government jurisdictions (e.g., Attorney General, Equal Employment Opportunity Commission) in case preparation & presentation, reviews case reports, files, briefs & proposals to assure compliance with law & signs final approval as coordinator & participates in development of agency's policies & procedures.

Participates in drafting of proposed bills, amendments & resolutions of Chapter 4112 of Ohio Revised Code; assists in revisions, codifications & clarifications of current legislation by preparing, editing & advising on legal memorandum, reports & opinions; prepares preliminary reports for compliance coordinator supervisor; prepares correspondence & reports (e.g., formal complaints, public notices, summary reports); reviews administrative appeals of cases; writes reconsideration reports for commissioners decision; prepares subpoenas & schedules public hearings.

Performs variety of public relations duties (e.g., attends &/or testifies at hearings on disposition of cases; confers with other government jurisdictions on equivalent compliance ordinances; delivers speeches to groups on civil rights; provides counsel to private industry, agency staff &/or public on civil rights & law requirements); attends training seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal laws governing discrimination (i.e., Chapter 4112 of Revised Code); processing procedures & techniques for application reviews relative to specific area of assignment*. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

30 mos. trg. or 30 mos. exp. in investigating, documenting &/or reviewing civil rights cases or working in section of civil rights office involved in monitoring federally funded programs for compliance with civil rights' laws against discrimination.

-Or 6 mos. exp. as Civil Rights Specialist, 69121.

-Or 12 mos. exp. as Civil Rights Field Representative 2, 69112.

-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 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.