

**STATE OF OHIO (DAS)**

CLASSIFICATION

SPECIFICATION

**CLASSIFICATION SERIES:**

Civil Rights Technical Service Administrator

**SERIES NO.:**

6914

**MAJOR AGENCIES:**

Civil Rights Commission

**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the civil rights technical services administrator is to plan, direct, organize & manage statewide technical service program involving civil rights case management, promote educational compliance as mandated by Chapter 4112 of Ohio Revised Code & supervise assigned staff.

**CLASS TITLE:**

Civil Rights Technical Services Administrator

**CLASS NUMBER:**

69141

**EFFECTIVE DATE:**

01/23/1994

**CLASS CONCEPT:**

The administrative level class works under administrative direction & requires extensive knowledge of civil rights laws & rules, agency policies & procedures governing technical services program, managerial principles/techniques & supervisory principles/techniques in order to plan, direct, organize & manage statewide technical service program involving civil rights case management (e.g., tracks agency's civil rights case inventory from intake to final resolution) to ensure due process rights have been afforded, promote educational compliance as mandated by Chapter 4112 of Ohio Revised Code & supervise assigned staff.

<b>CLASS TITLE:</b> Civil Rights Technical Services Administrator	<b>CLASS NUMBER:</b> 69141	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

01/23/1994

**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.)

Plans, directs, organizes & manages civil rights technical service program involving civil rights case management (e.g., tracks agency's case inventory from intake to final resolution to ensure due process rights have been afforded & no case has exceeded legislative time limits), directs & manages most complex control of cases (e.g., researches Chapter 4112 of Ohio Revised Code to ensure cases are within jurisdictional boundaries & no case conflicts with parameters of such), schedules & agendizes cases from regional offices for commission meetings & reviews cases to ensure state & federal regulations & guidelines are met (e.g., reviews timeframes for charging parties for processing of cases & reviews agency's statute of limitation to satisfy specific requirements under applicable laws & regulations), promotes educational compliance as mandated by Chapter 4112 of Ohio Revised Code & develops & administers special educational programs (e.g., school based curriculum to educate school aged children on eradicating discrimination in state of Ohio) to Ohio constituents & supervises assigned staff in assigned program area.

Acts as liaison with local, state & federal officials & general public to include serving as resource person involved in most complex matters (e.g., handles unexpected case issues dealing with multiple variables; resolves sensitive constituent issues with no clear cut solutions); negotiates civil rights issues (e.g., equal employment opportunity commission contracts); facilitates contracts with management & outside officials & representatives; responds to inquiries from other agencies or general public; secures grants & contracts with federal government; attends meetings.

Develops & executes technical service program policies & procedures; reads cases for quality, accuracy & timeliness in order to ensure compliance with legal matters; researches case law to determine if employment practices constitutes violation(s) of applicable laws, rules & regulations & determines applicable procedures to ensure compliance.

Manages ongoing division activities (e.g., coordinates staff & employee relations; plans budget; approves expenses & monitors expenditures); monitors problems in regional offices (e.g., building concerns with OSHA, NIOSH, safety & health issues); operates computer terminal to enter data &/or retrieve information.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of state & federal laws, rules & regulations governing civil rights issues; agency policies & procedures governing technical services program; Chapter 4112 of Ohio Revised Code\*; managerial principles/techniques; supervisory principles/techniques; budgeting; public relations. Skill in operation of computer terminal. Ability to interpret extensive variety of technical material in civil rights laws; define problems, collect data, establish facts & draw valid conclusions; proofread technical materials, recognize errors & make corrections; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in public administration or business administration; 3 yrs. exp. in position which required researching, interpreting & ensuring compliance with state & federal laws, rules & regulations applicable to assigned program area; 2 yrs. trg. or 2 yrs. exp. in managerial principles/techniques; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 3 mos. trg. or 3 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in operation of computer terminal.

-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:**

May require overnight travel; must provide own transportation; may work evenings or weekends.