

NEW YORK STATE DIVISION OF HUMAN RIGHTS

**JOB OPPORTUNITY
(NEW MINIMUM QUALIFICATIONS)**

DATE POSTED: December 3, 2021	POSTING END DATE: UNTIL FILLED
TITLE:	HUMAN RIGHTS SPECIALIST 1
GRADE/NEGOTIATING UNIT	19 / PEF
JURISDICTIONAL CLASS	PROVISIONAL
ANNUAL SALARY	\$63,232 (HIRING RATE)
LOCATION:	ROCHESTER REGIONAL OFFICE

DUTIES DESCRIPTION

As a Human Rights Specialist I, incumbent would perform a variety of field and office activities involved in carrying out anti-discrimination programs and promoting good community inter-group relationships designed to eliminate tension, conflict and hostility between various social, racial, ethnic and religious groups. Incumbent would be responsible for informing complainants, respondents and witnesses of their rights and responsibilities under the New York State Human Rights Law. Incumbent would be responsible for developing an investigation plan, conducting investigations, preparing investigative reports and making recommendations on final determinations. Investigation work may include determining strategy, tactics, and applicable case law with relevant supervisors; contacting complainants, respondents, witnesses, and other parties to obtain facts to support or refute allegations, and conducting two party conferences and/or making site visits; examining employment records and other documentation relevant to investigations, and maintaining documentation of the process in the Case Management System (CMS) Prior to a possible determination of a human rights violation, you may attempt to help parties reach an acceptable resolution. Incumbent may work with advisory councils, local human relations agencies and other groups in providing technical assistance or training on the Human Rights Law, as well as make speeches to community groups and organizations, attend internship fairs at local colleges, and conduct workshops to foster positive community relationships.

MINIMUM QUALIFICATIONS

Either 1. Seven years of experience* in field investigation** or law enforcement investigation and the preparation of detailed narrative reports; **OR** planning, developing, implementing, or enforcing a human rights, civil rights or housing and community development program, **OR** conducting discrimination of labor relations investigations, **OR** any combination of the above to equal seven years.

Or 2. An associate degree in human rights, public administration, public policy, political science, psychology, public justice, criminal justice, pre-law studies, or international relations and five years of experience as described above.

Or 3. A bachelor's degree in human rights, public administration, public policy, political science, psychology, public justice, criminal justice, pre-law studies, or international relations and three years of experience as described above.

Or 4. A JD or a master's degree in human rights, public administration, public policy, political science, psychology, public justice, criminal justice, pre-law studies, or international relations and two years of experience as described above.

Or 5. A doctorate in human rights, public administration, public policy, political science, psychology, public justice, criminal justice, pre-law studies, or international relations and one year of experience as described above.

*Examples of non-qualifying experience include but are not limited to social services, forensic science, credit/collection agency, and fraud.

Field investigation is defined as investigation that includes going out into the field, collecting evidence, interviewing witnesses in person, and preparing documentation. **Investigation experience must include physical presence outside an office.

NOTES:

The degree/diploma must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the college credits were awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. This information can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>.

A provisional appointment may be made if the Civil Service List is exhausted. If you are appointed as a provisional employee, you must be successful on the future upcoming examination, and score high enough to be reachable for permanent appointment to the position from the resulting eligible list.

Resumes should be sent to: Janaire Malloy, Director of Human Resources Management
One Fordham Plaza, 4th Floor
Bronx, NY 10458
E-mail: resume@dhr.ny.gov

**NEW YORK STATE DIVISION OF HUMAN RIGHTS
An Equal Opportunity/Affirmative Action Employer.**

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via e-mail at Info@goer.ny.gov