

NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: FEBRUARY 24, 2020	POSTING END DATE: UNTIL FILLED
TITLE:	HUMAN RIGHTS SPECIALIST 1 (SPANISH LANGUAGE)
GRADE/NEGOTIATING UNIT	19 / PEF
JURISDICTIONAL CLASS	PROVISIONAL
ANNUAL SALARY	\$59,671 (HIRING RATE) (PLUS \$3,026 IN LOCATION PAY)
LOCATION:	BRONX, NY

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. Prior to a possible determination of a human rights violation, you would attempt to help parties reach an acceptable resolution. Incumbent would be responsible for developing an investigation plan, conducting investigations, preparing investigative reports and making recommendations on final determinations. Incumbent would work with advisory council, 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, and conduct workshops to foster positive community relationships.

This position will be assigned to the Division-Initiated Action Unit. The Human Rights Specialist I for this unit will analyze the Division's caseload, monitor the press, interview advocates, service providers, lawyers, academics, and potential complainants to identify potential areas of systemic discrimination; conduct preliminary investigations to establish whether there is merit to pursue a Division-initiated complaint or other appropriate action; such investigations may include field visits, data analysis, and witness interview; negotiate with potential Respondents to attempt to rectify potential violations of the New York State Human Rights Law; draft and file complaints to invoke the protections of the New York State Human Rights Law in situations of systemic discrimination; coordinates and supports investigations and outreach with other organizations with similar missions to promote the aims of the New York State Human Rights Law.

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>

The selected candidate will be tested for proficiency in Spanish and must pass at Level 3 proficiency to be considered for appointment.

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: Ali Jafri, 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