

April 10, 2006

Date

**RESOLUTION APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE DES MOINES HUMAN RIGHTS COMMISSION DIRECTOR**

WHEREAS, the Des Moines Human Rights Commission, an administrative agency of the City of Des Moines, investigates and resolves complaints of discrimination, as defined and included in the Human Rights Ordinance, Chapter 62 of the Des Moines Municipal Code, that are alleged to have occurred within the city limits of Des Moines, and provides education to the public; and

WHEREAS, the Human Rights Ordinance provides for a process to select and appoint a Human Rights Director; and

WHEREAS, the Des Moines Human Rights Commission prepared and approved a revised job description for the Human Rights Director, which is on file in the office of the City Clerk; and


WHEREAS, the Commission and the City Council Subcommittee approved and recommended a salary range of \$80,000 - \$95,000 for this position.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the revised job description, on file with the City Clerk, and salary range of \$80,000 - \$95,000 for the Human Rights Director is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Manager is hereby directed to begin the recruitment process for this position, in conjunction with the Human Rights Commission.

Moved by \_\_\_\_\_ to adopt.

APPROVED AS TO FORM:

  
 Bruce E. Bergman  
 City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
BROOKS				
COLEMAN				
HENSLEY				
MAHAFFEY				
KIERNAN				
VLASSIS				
TOTAL				

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

MOTION CARRIED

APPROVED

.....Mayor

\_\_\_\_\_ City Clerk

# City of Des Moines

## Class Specification

<b>Class Title</b>	<b>Human Rights Director</b>
<b>Class Code Number</b>	<b>1230</b>
<b>FLSA Status</b>	<b>Exempt</b>

### General Statement of Duties

Plans, organizes and supervises and evaluates the work of Commission staff in implementing the expressed goals, policies and directives of the Human Rights Commissioners; Provides monthly status reports to the Commissioners, Mayor and City Council Members on Commission operations, any major shift in policies or procedures and recommendations for future development. Performs special projects as directed by the City Council or the Human Rights Commission.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Human Rights Commission. The work is performed with oversight by the Board of Commissioners and the Mayor and City Council, but extensive leeway is granted for the exercise of independent judgement and initiative. Direction and supervision is exercised over the work of all employees with the Human Rights Commission. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with Commissioners, City Council, City Manager, City Department Directors, Civil Service Commissioners, City Employees, business and community groups, state and federal officials, representatives of the media and public. The principal duties are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes, trains, directs and evaluates the work of Commission staff in implementing the expressed goals, policies and directives of the Human Rights Commissioners;
- Conducts civil rights training for Human Rights Commissioners, and others as appropriate such as elected officials, other City departments, housing providers, lending institutions, school systems and the public. Directly investigates human rights cases and supervises the work of other investigative staff and volunteers.

- Provides an annual report to the Commissioners, City Council and Mayor regarding activities, accomplishments and other pertinent information regarding the work and goals of the Des Moines Human Rights Commission.
- Pursues collaborative partnerships with other Human Rights Commissions, community agencies and related organizations to enhance the effectiveness of the Human Rights Commission.
- Attends and participates in community meetings, conferences and seminars relative to human rights issues in the City of Des Moines.
- Mediates and conciliates cases with complainants, respondents and their attorneys.
- Establishes and maintains various records and prepares HUD reports; provides education and training in the area of housing to further fair housing as required for FHAP/FHEO funding.
- Develop and administers Departmental budget; Directs appropriate litigation and legal actions as necessary to insure compliance with city of Des Moines Human Rights Ordinance;
- Analyzes case law, records and case files to determine case investigations;
- Administers federal and state contracts between the Des Moines Human Rights Commission in the production of case investigation;
- Serves as the chief spokesperson for the Human Rights Commission;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of Civil Rights and equal opportunity legislation, regulations, policies and programs on Federal, State and Municipal level;
- Comprehensive knowledge of current principles, practices and operations of Human Rights organizations;
- Comprehensive knowledge of current principles and practices of public administration;
- Considerable knowledge of investigative practices and techniques used in establishing discriminatory trends in employment, housing, public accommodation and municipal practices;
- Considerable knowledge of legal remedies available to aggrieved parties including mediation.
- Considerable knowledge of personnel and affirmative action regulations and policies related to equal opportunity.
- Considerable knowledge of the jurisdiction of the Human Rights Commission, relative to the initiation of action on complaints.
- Considerable knowledge of pending state and federal legislation involving human rights.

- Considerable skill in supervisory principle and techniques in advising, instructing, training, planning, coordinating and supervising activities of subordinates.
- Considerable skill in analyzing investigative findings to determine whether probable cause exists.
- Considerable skill in establishing and maintaining effective working relationships with public and private organizations.
- Considerable skill in the use of tact and diplomacy.
- Considerable skill in communicating effectively orally and in writing.
- Comprehensive knowledge of budgetary principles within a municipality;
- Ability to provide administrative direction within a municipal department;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to advise and train Volunteers appointed to serve as Human Rights Commissioners;
- Ability to maintain a confidential investigative procedures within the spirit of the Human Rights Ordinance;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology;.

### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Public Administration, Sociology or a related field; and
- Extensive experience in Human Rights operations with a management role; or
- Any equivalent combination of experience and training which includes professional employment directly involved in the prevention and/or elimination of discrimination and provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen;
- Possession of a valid Iowa driver's license or evidence of equivalent mobility.
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.