

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Coordinator to Mayor's Commission on Human Rights</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>EC07</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Legal</u>

PRIMARY PURPOSE:

To receive and process claims of discrimination filed with the Mayor's Commission on Human Rights and Community Relations.

SUPERVISION:

Under the general direction of the Director of Workforce Development; supervises clerical support.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Acts as Coordinator and Administrative Assistant to the Mayor's Commission in receiving and processing complaints filed with the Commission in the areas of Fair Employment, Fair Housing and Public Accommodations.
2. Determines whether a complaint is valid according to certain criteria such as the EEOC Code, city limit restrictions, etc. from the complainant, respondent, witnesses, and other concerned parties.
3. Works with all parties to resolve complaints including preparing stipulations to continue the investigation, conducting legal research, preparing conciliation agreements as necessary, etc.
4. Works closely with other City departments, state and federal agencies concerned with claims of discrimination.
5. Prepares, presents and administers the budget.
6. Researches, prepares and updates Analysis of Impediments to Fair Housing.
7. Conducts training programs pertaining to laws dealing with discriminatory issues, sexual harassment, etc. for companies, agencies and other organizations throughout the City.
8. Participates in panel discussions, and distributes informational materials.
9. Reads applicable ordinances, laws, policies, etc.
10. Drives to investigation sites as required.
11. Maintains files and records related to each case including utilizing computer applications.
12. Trains and supervises the work of subordinate staff, interns and/or other assigned
13. Plans, organizes and attends all commission meetings.

IMPORTANT FUNCTIONS:

1. Performs office administration tasks such as copying, faxing, etc.
2. Utilizes basic math skills as required for reports and to calculate settlements.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles involved with non-discriminatory employment, housing, etc. as outlined in applicable laws such as Title VII of the Civil Rights Act, Americans with Disabilities Act, Fair Housing Act, etc.

Abilities

Process complaints according to established criteria; utilize accepted investigative techniques; negotiate for acceptable conciliation; follow oral and written instructions; communicate effectively both verbally and in writing; prepare and present public speeches; maintain accurate records and files as well as prepare clear, concise reports; work independently and responsibly; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; work as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a degree in Business or Public Administration, Sociology or related discipline, plus one year of experience relating to the essential functions. Work experience in legal or investigational field may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level to overhead; pushes and pulls up to 25 pounds; hold and grip objects; ability to operate a computer.

Working Environment

Primarily indoors with heating and cooling regulated; may be exposed to extreme weather conditions as well as strong fumes and odors when traveling to investigation sites.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

None required.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4812
Comments:	Updated Abilities	Date: June 22, 1998

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____