



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN RIGHTS SPECIALIST

Job Number: 20001142

Job Code: 62670V240401

Job Group: 6200 - HUMAN SERVICES

Job Established: 10/16/1994

Job Revised: 04/01/2024

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Researches, develops, implements, and distributes educational and training programs for local human rights commissions and regional municipalities regarding all areas of the Kentucky Civil Rights Act. Conducts reviews of alleged human rights violations and compliance work, human rights counseling, advisory and enforcement activities of human rights laws and regulations in accordance with KRS Chapter 344; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience which involves the investigation, interpretation, or enforcement of human rights legislation, research, administrative work, community organization work, or social work.

Substitute EDUCATION for EXPERIENCE:

A master's degree in social work or related field will substitute for two years of the required experience. Graduation from an American Bar Association recognized school of law will substitute for the education and two years of the experience requirement. Licensure to practice law in the Commonwealth of Kentucky will substitute for the education and experience requirements.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above fields will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the oversight, education, and outreach of/for local human rights commissions and all municipalities contained within a region of approximately 40 counties of the state, in all areas of the Kentucky Civil Rights Act. Contributes to the planning, developing, and presenting of seminars and workshops on issues over which the Commission has enforcement jurisdiction. Takes the lead on agency duties, assists with increasing agency visibility, and participates in higher education initiatives. Utilizing independent decision making skills, provides in-field, hands-on assistance to regional and local human rights commissions. Conducts investigations relative to individual human rights violations. Conducts personal and telephone interviews to determine if a violation has occurred. Responds to public inquires for human rights information. Keeps confidential records and investigative reports. Independently, or as part of a team, conducts training programs and makes presentations for civic groups, public officials, and the general public to explain human rights programs and laws and to answer questions concerning field operations. Maintains working relationships with groups, organizations, and agencies involved in human rights issues. Prepares monthly report of activities and accomplishments for agency management.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting or in a public forum. Extensive travel is required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.