

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Civil Rights Program Specialist

Class Code: 10622

Pay Grade: GJ

A. Purpose:

Implements and monitors civil rights activities such as equal employment opportunity, affirmative action, disadvantaged business enterprise, Title VI, and others to ensure compliance with department civil rights plans.

B. Distinguishing Feature:

Civil Rights Program Specialists implement, monitor, and report on civil rights activities as outlined in a department's civil rights program.

Civil Rights Program Administrators develop, implement, and monitor a comprehensive civil rights program; and regulate and report on civil rights activities within a department.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Determines if businesses and agencies meet criteria for civil rights activities to ensure compliance with department civil rights plan requirements.
 - a. Reviews new and renewal applications and conducts on-site interviews.
 - b. Recommends approval.
 - c. Composes letters to applicants explaining denials.
 - d. Conducts reviews of certified businesses to determine continuing eligibility.
 - e. Drafts letters to remove certification and provides documentation and justification for appeals.
2. Monitors participants in civil rights activities to ensure continuing compliance with civil rights plan criteria.
 - a. Conducts on-site interviews or field investigations.
 - b. Reviews supporting documentation and reports.
 - c. Investigates complaints and recommends action.
 - d. Verifies that monetary exchanges meet criteria.
 - i. Requests justifications for non-compliance.
 - ii. Recommends assessment of damages.
3. Provides technical expertise to ensure agencies and businesses understand civil rights plan requirements.
 - a. Distributes information via a newsletter.
 - b. Maintains a directory of participants.
 - c. Responds to inquiries and requests regarding civil rights activities.
4. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Audits and Compliance Manager. Does not supervise.

E. Challenges and Problems:

Challenged to ensure uniform application of civil rights plan criteria and federal regulations. This is difficult because regulation language is often ambiguous and interpretations come from reading appeals.

Problems encountered are removing certifications from participants for lack of compliance, and investigating complaints in hostile situations.

F. Decision-making Authority:

Decides if applicants meet plan criteria, when investigations are necessary, newsletter articles, recommends removal of certification, recommends approval of applications.

Decisions referred include final approval of applications and removal of certifications.

G. Contact with Others:

Daily contact with applicants to explain plan criteria; weekly contact with attorneys to review certification procedures; and monthly contact with participants to review criteria and commitment.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- federal and state civil rights laws;
- practices and techniques used in investigative work;
- rules of legal evidence;
- principles and methods of completing compliance reviews;
- principles and practices of public administration.

Ability to:

- plan and conduct investigations, ascertain facts, and obtain evidence;
- effectively interview contractors, employees, claimants, and witnesses;
- objectively analyze allegations, testimony, and documents;
- exercise good judgment and discretion in applying and interpreting laws, regulations, and policies;
- communicate information clearly and concisely.