



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	SENIOR CIVIL RIGHTS SPECIALIST	<b>Department:</b>	CIVIL RIGHTS & EQUAL OPPORTUNITY
<b>Job Code:</b>	4112	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-3

### Summary

This is responsible specialized public contact work as a program investigator, mediator and/or contract compliance officer in the Civil Rights & Equal Opportunity Department.

Work involves responsibility for assisting in development and coordination of the department's special discrimination detection programs as they relate to civil rights, affirmative action and/or dispute resolution issues. An incumbent is involved in the development of training modules for department representatives in the areas of compliance with state, and federal affirmative action, ADA (Americans with Disabilities Act), Title VII of the Civil Rights Act and the Fair Housing Act. Work assignments are received in general form indicating results desired. Work requires the application of considerable initiative and independent judgment and affords considerable latitude for originality in methods used in situations for which there are few precedents or established guidelines to follow. Work is reviewed through conferences, study of reports and general observation of the effectiveness with which assigned work is carried out.

### Duties and Responsibilities

- Assists in developing training modules for department representatives in the areas of alternative dispute resolution, compliance with state and federal affirmative action legislation, ADA, Title VII of the Civil Rights Act and the Fair Housing Act.
- Assists in developing discrimination detection programs based on civil rights complaints regarding violations of civil rights and affirmative action.
- Solicits the cooperation of individuals and organizations in promoting equality and understanding among people of regardless of race, color, religion, ancestry, or national origin, gender, disability or sexual orientation.
- Assigns and participates in the investigation of complaints concerning housing, employment, handicapped and other civil rights discrimination; makes reports and recommendations for disposition of problems after using the techniques of education, conciliation and persuasion to achieve mutually satisfactory solutions.
- Serves as a speaker, panel participant and resource person to civic, church, community and city programs explaining the purpose of and encouraging participation in human rights and relations programs.
- May use conflict resolution techniques in mediating conflicts assigned by Municipal Court or through referrals.
- Plans and presents educational programs to community, civic, professional and other groups interested in better human relations among persons regardless of race, color, religion, ancestry, or national origin, gender, disability or sexual orientation.
- Performs related duties as required.

**Technical Skills**

Considerable knowledge of:

Sociology as related to community human relations problems, goals, programs and organizations.

The Public Accommodations and Fair Housing Ordinances.

Equal Employment Opportunity Laws including the Civil Rights Act of 1964 as amended in 1991.

Americans with Disabilities Act (ADA) (1990 and later revisions.)

Affirmative Action legislation.

Fair housing Laws including the Civil Rights Act of 1968 as amended in 1988.

Executive Order No. 11246 as it relates to Affirmative Action.

Dispute resolution techniques such as mediation, conciliation or arbitration.

Ability to:

Understand legal and technical principles and apply them to varying set of complex issues fundamental human relationships with a sensitivity for the feelings of the business community and aggrieved individuals and the capacity to reconcile their differences.

Present information, both oral and written, in a clear, concise, and in an interesting manner to individuals, groups and the general public.

Secure complete and accurate information through conference, depositions and written requests.

Analyze data and factors that involve limited discretion that is based upon general practices and procedures that may not be covered by precedent.

Work frequently with confidential data that are needed to carry out responsibilities that are sensitive as well as highly confidential.

Write clear, complete, accurate and logical reports.

Establish and maintain effective working relationships with municipal officials, other employees, business leaders, and the general public.

Plan, assign and supervise the work of subordinates engaged in a phase of the Human Relations Program.

Research, analyze and compile technical information prior to making reports and recommendations based on findings in surveys and recommendations made.

Interpret human rights legislation.

**Education and Experience**

Bachelor's degree and two (2) years of professional experience in the application of contract or code review and compliance; government programs analysis; human relations; civil rights; personnel administration, investigations, or grievances; equal employment claims and investigations. (A Juris Doctrate may substitute for one year of experience.)

**Certificates/  
Licenses/Special  
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision may be exercised over a small technical and clerical staff.

**Supervision  
Received**

Work is performed under the general supervision of a technical supervisor.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

8/96

**Revised**

6/02, 11/03, 9/06, 8/22, 10/2022, 08/2023