

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CIVIL RIGHTS MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of subordinate Department of Civil Rights staff involved in a variety of assignments involving the review, investigation and resolution of complaints of discrimination in employment, education, housing and public accommodation, intervention training and outreach services to public and private organizations. The employee, under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgement to select proper courses of action. The work requires knowledge of policies, procedures, and regulations of Civil Rights programs, and supervisory techniques, personnel policies, and procedures.

There are four classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Civil Rights Manager-1**

**Civil Rights Manager 12**

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

**Position Code Title – Civil Rights Manager-2**

**Civil Rights Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Civil Rights Manager-3**

**Civil Rights Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

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### **Position Code Title – Civil Rights Manager-4**

#### **Civil Rights Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

#### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Ensures that principles of work are implemented in a team-based environment.

Directs assistance to individuals or specialized groups in areas of physical and health services, discrimination in the workplace, sexual harassment, disability, and veteran's assistance.

Directs the investigation of alleged civil rights violations.

Provides individuals and groups with a basic knowledge of their guaranteed rights.

Personally handles the more complex, controversial, or sensitive matters.

Directs and participates in intervention, training, and outreach services to public and private organizations, to provide information about civil rights laws and legislation, and methodologies that promote non-discrimination.

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Locates, coordinates, and utilizes federal, state, local, and private agency services for the assistance of minorities and/or other specialized groups.

Meets with public and private officials or groups to advise, educate, and/or persuade them to take action.

Plans, coordinates, and/or attends workshops, conferences, hearings, and meetings.

Supervises the accumulation and analysis of information from the agency and/or community, which may suggest modification to existing or proposed legislation, policies, or procedures.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

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

**NOTE:** Considerable knowledge is required at the 12 level and thorough knowledge is required at the 13-15 levels.

Thorough knowledge of state, federal, and local civil rights statutes, orders, court rulings, and programs affecting the program area.

Thorough knowledge of investigation and interviewing techniques.

Thorough knowledge of labor and management employment practices and policies.

Thorough knowledge of departmental programs, policies, and procedures.

Thorough knowledge of methods and procedures used in collecting, analyzing, interpreting, and reporting data.

Thorough knowledge of programs and services available to minority and/or other specialized groups.

Thorough knowledge of the techniques of effective investigation and conciliation of cases involving alleged discrimination.

Thorough knowledge of the resources which can be employed to assist minority and/or other specialized groups.

Thorough knowledge of equal employment opportunity practices.

Knowledge of collaboration and leadership principles in a team setting.

Some knowledge of training and supervisory techniques.

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Some knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedents in making management decisions.

Ability to interpret laws, rules, policies, procedures, and regulations uniformly.

Ability to maintain an impartial attitude in the investigation and conciliation of rights problems.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Civil Rights Manager 12**

Three years of professional experience in the investigation and evaluation of rights complaints, rights advocacy, rights education, or outreach activities equivalent to a Civil Rights Representative or Rights Representative, including one year equivalent to a Civil Rights Representative P11 or Rights Representative P11.

#### **Civil Rights Manager 13-15**

Four years of professional experience in the investigation and evaluation of rights complaints, rights advocacy, rights education, or outreach activities equivalent to a Civil Rights Representative or Rights Representative, including two years equivalent to a Civil Rights Representative P11 or Rights Representative P11, or one year equivalent to a Civil Rights Representative 12, Civil Rights Manager 12, Rights Representative 12, or Rights Representative Manager 12.

### **Special Requirements, Licenses, and Certifications**

None.

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**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
CVLRGTMGR

**Job Code Description**  
Civil Rights Manager

**Position Title**

Civil Rights Manager-1  
Civil Rights Manager-2  
Civil Rights Manager-3  
Civil Rights Manager-4

**Position Code**

CVRTMGR1  
CVRTMGR2  
CVRTMGR3  
CVRTMGR4

**Pay Schedule**

NERE-180  
NERE-182  
NERE-186  
NERE-188

ECP Group 2  
Revised 6/1/06  
TeamLeaders