

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CIVIL RIGHTS SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a civil rights program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Civil Rights Specialist-2

Civil Rights Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title – Civil Rights Specialist-3

Civil Rights Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

Position Code Title – Civil Rights Specialist-4

Civil Rights Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to a deputy director, chief deputy director, or unclassified equivalent.

First-level specialists are classified at the advanced level of the Civil Rights Representative job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority, using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine the classification level. There are two types of specialist jobs:

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Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs have the predominant and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and otherwise assisting in all areas of the official's responsibilities.

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.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

Specialist

Investigates alleged rights violations to determine whether there has been a violation of rights.

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

Provides assistance and expertise to interested parties with respect to the legal achievement and maintenance of equal rights in housing, elderly assistance, assistance, education, civil rights, economic development, development of legislation, and the preservation of culture.

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Promotes adherence to affirmative action principles by those segments of the public involved with the rights program.

Accumulates and analyzes information from the agency and/or community which may suggest modification to existing or proposed legislation, policies, or procedures; researches alternatives; and prepares recommendations.

Formulates procedures, policies, and guidelines for assigned rights programs.

Performs duties of unusual significance or importance to the Department.

Make recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate rights programs.

Plans and coordinates the training of staff in rights representation activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Prepares budgets.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

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Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major.

Experience

Four years of professional experience 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

<u>Job Code</u>	<u>Job Code Description</u>
CIVRGTSPL	Civil Rights Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Civil Rights Specialist-2	CIVRSPL2	NERE-182
Civil Rights Specialist-2	CIVRSPL2	W22-078
Civil Rights Specialist-3	CIVRSPL3	NERE-186
Civil Rights Specialist-4	CIVRSPL4	W22-072

ECP Group 2
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TeamLeaders