

HUMAN RIGHTS ENFORCEMENT OFFICER SUPERVISOR

KIND OF WORK

Professional and supervisory human rights law enforcement work.

NATURE AND PURPOSE

Under general direction, supervises subordinate staff engaged in investigative and conciliation activities pursuant to the Minnesota Human Rights Act Chapter 363; participates on behalf of the agency in legal proceedings including the negotiating and drafting of legally binding settlement agreements so that charges alleging violation of the Minnesota State Human Rights Law are resolved; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Confers with and counsels subordinate staff to exchange information on and/or explain work policies, procedures and guidelines and to identify the characteristics and impact of and formulate possible solutions to work related problems.

Supervises the investigation of charges of discrimination to ensure timely and impartial inquiry into all such allegations and appropriate recommendation of further department action on or dismissal of such charges.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels and training needs and to determine appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the principles, practices, policies and/or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Conducts particularly significant or sensitive investigative activities at his/her discretion; leads team investigations.

Negotiates and drafts legally binding settlement agreements.

Refers meritorious charges for litigation if negotiated settlements cannot be reached.

Accepts and responds appropriately to inquiries from charging parties respondents, attorneys, government officials and members of the public with respect to the status and handling of all charges assigned to the unit.

KNOWLEDGE, SKILLS, and ABILITIES REQUIRED

Knowledge of:

State and federal human rights laws, court decisions, data privacy laws and agency rules and policy sufficient to interpret and apply relevant governing factors to the analysis and evaluation of quality of staff investigations and recommendations.

Investigative and research techniques sufficient to provide direction to subordinate staff and to conduct unusually sensitive or significant case investigations.

Conciliation methods and techniques sufficient to serve as mediator and to provide direction to staff.

Ability to:

Supervise sufficient to plan, organize, assign, direct and evaluate the work activities of subordinate staff to facilitate the attainment of the unit work goals and to ensure the consistent application of agency law, policy, procedure and guidelines.

Communicate orally and in writing sufficient to represent the agency in formal proceedings.

Est.: 11/79
Rev.: 9/84

T.C.:
Former Title(s):