NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 87
Fiscal Year: 2014/2015
Posted Date: 06/29/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2991</td>
<td>Coordinator, Human Rights Commission</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Under general administrative direction, develops, manages, and supervises commission work on in an assigned area of specialty: community organizations or employment services. In this capacity develops neighborhood and city-wide programs designed to resolve intergroup relations problems; implements a program of employment services to ensure and promote fair employment practices; coordinates voluntary action programs in intergroup relations and employment to eliminate inequalities and discrimination; coordinates staff investigations; serves as liaison to community organizations; performs staff services for the advisory council; and performs related duties as required.

Requires responsibility for: executing interpreting and explaining established policies and procedures of the Human Rights Commission; supervising staff contacts with employers, labor unions, employment agencies, vocational schools and other groups concerning the gathering of employment information, and with individuals and groups concerning the development of Human Rights Programs.

DISTINGUISHING FEATURES

The 2991 Coordinator, Human Rights Commission is distinguished from the 2996 Representative, Human Rights Commission in that the former is responsible for supervising, executing, interpreting, and explaining established policies and procedures of the Human Rights Commission and supervising staff contacts with community organizations, individuals, and groups concerning the development of Human Rights Programs.

SUPERVISION EXERCISED

Supervises lower-level professional and clerical staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Coordinates and supervises the work of subordinate personnel in planning and conducting educational programs, seminars, in-service training, and other programs related to nondiscrimination ordinances and initiatives in the area of Housing, Neighborhoods, Youth and Education and intergroup relations.

2. Supervises the work of subordinate commission personnel in consulting and working with community organizations, employers, labor unions, employment agencies, and civil rights groups in the development of affirmative action programs and job referral procedures; reviews discrimination complaints received regarding these areas.

3. Investigates, mediates, and makes recommendations with respect to solving community-wide problems to eliminate discrimination and promote human rights and intergroup human relations. Supervises commission activities with schools, minority group agencies and organizations.
Title: 2991  
Job Code: Coordinator, Human Rights Commission

to encourage entrance of minorities into employment and training programs; explains and carries out the Nondiscrimination Ordinance and other directives and policies concerning employment; develops new training resources and coordinates existing employment and training resources.

4. Serves as direct liaison to the minority group programs of the California State Employment Service and to the various community organizations apprenticeship programs; renders advice and counsel on discrimination and human rights issues employment problems to public and private agencies and to public groups; advises departments and members of the public on the implementation of laws, executive orders, regulations and procedures pertaining to nondiscrimination ordinances; represents the Human Rights Commission when directed to speak on problems and remedial actions in the field of employment.

5. Prepares reports, briefing materials and policy initiatives on employment practices and upon progress of affirmative action programs for the Commission, the City and County, other agencies and groups, and the general public; researches, analyzes and evaluates City legislation, programs and policies on matters related to applicable administrative codes and ordinances; advises the Executive Director on legislative changes to City and County of San Francisco nondiscrimination ordinances to advance Commission policy goals; gives advice to the Commission in the formulation of employment policies.

6. Prepares programs in cooperation with other civic groups for the orientation of newcomers into the City and for dealing with problems of youth.

67. Organizes hearings and forums and makes regular presentations to address community concerns of discrimination and human rights violations; attends all meetings of the Human Rights Commission, Advisory Council, and under the supervision of the Director, performs such staff services as the Commission may require.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires considerable knowledge of: relevant laws, regulations and statutes referring to related nondiscrimination laws, administrative and Police codes; nondiscrimination compliance and enforcement, Community Capacity Building Grants, Violence Prevention and Community Training and Mediation, employment and labor practices and conditions in San Francisco and the Bay Area; the codes, statutes and laws related to equal employment opportunities; the principles practices and objectives of intergroup relations work; the population, group composition and social problems of the City.

Requires ability to: plan and organize hearings and presentations; supervise and promote programs with employers; trade union representatives and community groups; assign and supervise work; write clear and concise reports; speak clearly to express objectives effectively; coordinate preparation of budget and expenditures; implement programs; and develop constructive relationships with community organizations minority group members.

Requires skill in: speaking, writing and the planning and implementation of programs involving groups of people.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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Job Code: Coordinator, Human Rights Commission

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires completion of Possession of a four-year college or university with a baccalaureate degree from an accredited college or university with major coursework in the social sciences, political science or public administration.

Experience:

Requires five (5) years of progressively responsible experience in developing and implementing nondiscrimination programs. Duties must have included experience in the following areas: program monitoring, handling complaints of discriminatory practices against protected categories, statistical analysis, and developing outreach programs/community or neighborhood work industrial relations or employment-related positions; or an equivalent combination of training and experience.

License and Certification:

Substitution:

Additional qualifying experience as described above may substitute for the degree on a year-for-year basis. Thirty (30) semester or forty-five (45) quarter units equal one (1) year.

Possession of a Juris Doctor (J.D.) or Master’s degree in the social sciences, political science, public administration or related fields may be substituted for one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: Next higher rank exempt from examination process by Charter.
From: 2996 Representative, Human Rights Commission

ORIGINATION DATE: 6/26/1972
Title: 2991
Job Code: Coordinator, Human Rights Commission

AMENDED DATE: 7/xx/2015

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN