

EQUAL RIGHTS SPECIALIST

Recruitment #1604-4081-001

List Type Exempt

Requesting Department DOA-Budget and Policy Division

Open Date 4/15/2016

Filing Deadline 4/26/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

Introduction

This position is exempt from Civil Service and serves at the pleasure of the Director of the Department of Administration.

Purpose

The Equal Rights Specialist will provide dedicated support to the Equal Rights Commission and will assist in carrying out related initiatives by performing research and engaging in community outreach. The work of the Equal Rights Specialist will be instrumental in advancing the Department of Administration's efforts to promote racial equity and inclusion and by assisting the Equal Rights Commission in its mission to improve the equal rights climate in Milwaukee, pursuant to Chapter 109 of the Ordinances of the City of Milwaukee.

Essential Functions

Staff the City's Equal Rights Commission (ERC)

- Coordinate meetings and agendas, prepare and distribute minutes.
- Provide staff support to the Commission at meetings.
- Research best practices, prepare reports and facilitate presentations for the ERC.
- Serve as liaison to other human rights commissions including Milwaukee County.
- Maintain commission documents.
- Seek Assistance from the City Attorney's Office relative to legal and jurisdictional issues.

Accountability

- Work as liaison between the ERC and City of Milwaukee departments to establish accountability structure in relation to equal access to programs and services for all residents.
- Work with departmental representatives to ensure that briefings with the ERC are scheduled and questions/concerns are addressed.

Community and Neighborhood Engagement

- Coordinate Commission's participation in community activities and events.
- Represent the Commission's interests in relation to other City of Milwaukee initiatives.

Housing and Employment Discrimination

- Screen and process discrimination complaints pursuant to applicable provision of Milwaukee Code of Ordinances.
- Work with community based agencies to disseminate information about local ordinances relative to housing and employment discrimination.
- Work closely with CDGA Division to ensure compliance with HUD and CDBG requirements.
- Facilitate meeting deliverables established by HUD and the CDBG office relative to access to housing and training.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Minimum Requirements

- Two years of professional experience in community organizing, advocacy or working for a governmental agency or non-for-profit organization.
- Bachelor's degree in Public Administration, Business Administration, Urban Planning, Communication or related fields.
- Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of procedures of city government agencies and commissions.
- Knowledge of local, state, and federal equal rights laws, guidelines and policies as well as open records and meeting laws.
- Knowledge of research methods and practices.
- Knowledge of community resources.
- Ability to interpret, monitor, and evaluate compliance with local, state and federal equal rights laws, guidelines and policies.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to exercise tact and diplomacy.
- Ability to work effectively in a team environment.
- Ability to work effectively with individuals from various backgrounds and from all levels of the organization.
- Ability to work with government officials and managers, community leaders and local residents.
- Ability to manage multiple priorities to meet deadlines.
- Ability to perform research related to laws, regulations and best practices.
- Ability to perform accurate and objective analyses and summaries of data.
- Ability to follow open records and open meeting laws.
- Ability to use related computer software programs, such as word processing and presentation software.
- Ability to exercise sound judgment.

Current Salary

SALARY (2EX) The starting salary for City of Milwaukee residents is \$45,306 and for non-residents is \$44,194. Appointment above the minimum is possible with approval.

Selection Process

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Administration reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*

Additional Information

APPLICATION INSTRUCTIONS

- APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.
- Applications and resumes should be submitted no later than **Tuesday, April 26, 2016**.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.