



# Human Rights Officer II

Salary Group: B21

Class Code: 5721

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HUMAN RIGHTS OFFICER I	5720	B19	\$48,244 - \$76,028
<b>HUMAN RIGHTS OFFICER II</b>	<b>5721</b>	<b>B21</b>	<b>\$54,278 - \$87,046</b>
HUMAN RIGHTS OFFICER III	5722	B23	\$61,184 - \$99,658
HUMAN RIGHTS OFFICER IV	5723	B25	\$69,572 - \$114,099

## GENERAL DESCRIPTION

Performs complex (journey-level) human rights work. Work involves ensuring the legal and basic human rights of persons served are promoted and protected and investigating and resolving human rights-related complaints and issues presented by persons served and other interested parties. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Conducts observations and interviews with staff and persons to ensure compliance with regulations, state and federal laws, policies, and procedures that are related to the rights of persons served.

Investigates and resolves complaints related to human rights issues.

Plans and chairs meetings to ensure due process for recommended human rights restrictions and modifications.

Provides quality assurance monitoring and documentation of human rights and restrictive practices through periodic attendance at meetings, chart reviews, and visitation to homes.

Provides input and makes recommendations for systemic improvements to decrease incidents of abuse, neglect, or exploitation.

May provide guidance to others.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in human rights, advocacy, human services, and/or case management work. Graduation from an accredited four-year college or university with major course work in social

work, psychology, sociology, or related field is generally preferred. Experience and education may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of legal and basic human rights and due process; applicable local, state, and federal laws and regulations; and departmental and agency policy and procedures.

Skill in the use of a computer and applicable software.

Ability to develop and evaluate administrative policies and procedures, to prepare concise reports, to plan and facilitate meetings, to communicate effectively, and to provide guidance to others.