Human Rights Officer

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

GENERAL DESCRIPTION

Performs human rights work involving the promotion and protection of the legal and basic human rights of persons served and the investigation and resolution of human rights-related complaints and issues presented by persons served and other interested parties.

EXAMPLES OF WORK PERFORMED

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

Investigates and resolves complaints related to human rights issues.

Plans and facilitates 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.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the journey levels include the degree of independence in performing the work; the nature and complexity of the work performed; and the employee's experience, education, and certifications. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others in performing work of greater complexity.*

HUMAN RIGHTS OFFICER I: Performs routine (journey-level) human rights work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and occasionally assist other staff in performing work of greater complexity.

HUMAN RIGHTS OFFICER II: Performs complex (journey-level) human rights work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Note: *A senior-level employee (levels III-IV) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, complexity, and impact of the work performed; and the employee's related experience, education, and certifications.*

HUMAN RIGHTS OFFICER III: Performs advanced (senior-level) human rights work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

HUMAN RIGHTS OFFICER IV: Performs highly advanced (senior-level) human rights work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Ensure that trend analyses of imposed human rights restrictions are reviewed and followed up on as needed.
- Develop and provide training to staff, volunteers, and persons served.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of legal and basic human rights and due process; applicable local, state, and federal laws and regulations; and departmental and agency policies 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, and to communicate effectively.

Additional for Human Rights Officer III – IV levels

- Ability to supervise the work of others.