



Human Rights Officer I

Salary Group: B19

Class Code: 5720

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
HUMAN RIGHTS OFFICER I	5720	B19	\$42,244 - \$68,960
HUMAN RIGHTS OFFICER II	5721	B21	\$48,278 - \$78,953
HUMAN RIGHTS OFFICER III	5722	B23	\$55,184 - \$90,393
HUMAN RIGHTS OFFICER IV	5723	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs routine (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. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

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.

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; of applicable local, state, and federal laws and regulations; and of 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.