

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1116

**TITLE:** DIRECTOR OF THE OFFICE OF HUMAN RIGHTS AND EQUITY PROGRAMS

**GRADE:** E-08

**DEFINITION:**

Under direction of the Deputy County Executive, is responsible for the overall leadership and management in the enforcement of the County's Human Rights ordinance that protects members of specified classes against discrimination; and plans, directs and manages the County's compliance of Equal Employment Opportunity (EEO) , Affirmative Action (AA), Americans with Disabilities Act (ADA) and related programs to ensure optimum equity in the County's policies, procedures and services; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Director is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

**ILLUSTRATIVE DUTIES:**

*For Human Rights Division and Equity Programs Division*

Provides oversight of the activities of the Human Rights Division Director and the Equity Programs Division Director and creates a collaborative and team-oriented environment;  
Informs the Human Rights Commission, County Executive and the Deputy County Executive of current and anticipated trends in the areas of EEO, affirmative action, human rights and civil rights laws;  
Regularly informs the Human Rights Commission, the County Executive, and the Deputy County Executive of issues of concern and recommends solutions of current and anticipated problems;  
Provides leadership and management in the enforcement and compliance of the County's Human Rights ordinance and the County's compliance of Equal Employment Opportunity (EEO), Affirmative Action (AA), American's with Disabilities Act (ADA) and related programs;  
Develops strategies to ensure the County's compliance in the area of human rights and discrimination laws, policies and procedures;  
Provides oversight of mediation in response to human rights, EEO and ADA complaints and investigations;  
Supervises and collaborates with the Human Rights Division and Equity Program Division Directors to provide equity and human rights compliance training and technical assistance to complainants/respondents, all County personnel, business and community organizations, as necessary;  
Interprets human rights and equity program policies and requirements for senior management;  
Keeps abreast of and advises the Human Rights Commission, County Executive and the Deputy County Executive of any enacted legislation and the introduction and progress of any bills introduced during the Virginia General Assembly Sessions that may affect county agencies/departments and the enforcement of civil rights laws;  
Directs the development of and administers operating and capital budgetary requirements;  
Ensures that stakeholders, including complainants and respondents, are educated regarding discrimination;  
Consults with the County Attorney's Office as required.

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*For Human Rights Program Division*

Advises the Human Rights Commission Chair and Commissioners;

Provides general direction for staff to investigate and conduct studies to determine if and where discrimination is practiced in housing, public accommodations, employment, education, credit facilities and other activities, as authorized by Human Rights ordinance;

Evaluates discrimination charges resulting in cause determinations and appeals in order to ensure consistency, objectivity and fairness in the application of law and the Human Rights ordinance;

Represents the Human Rights Division at Human Rights Commission meetings;

*For Equity Programs Division*

Directs the planning, development and, coordination of programs and activities of the EEO, AA and ADA programs managed by the Equity Programs Division;

Oversees review of allegations of discrimination received by the Equity Programs Division;

Ensures interaction with the County's Disabilities Services Board and its staff as necessary;

Ensures federal civil rights protection of persons with disabilities;

Oversees recommendations by Equity Programs Division Director to agency/department directors regarding modifications and implementation of departmental diversity plans;

Recommends revisions of existing County policies and programs to incorporate EEO/AA/ADA principles and concepts to meet regulatory goals;

Evaluates and reviews formal investigation findings and recommendations in order to ensure consistency, objectivity and fairness in the application of laws, County policies and procedures;

Advises County workforce, including County Executive and Deputy County Executive, and County elected officials regarding current discrimination issues;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the legal and administrative requirements for investigating, preparing and processing cases of alleged discrimination;

Comprehensive knowledge of local, state and federal laws, regulations, administrative procedures and court decisions related to human and/or civil rights that prohibit discrimination based on race, color, ethnicity, religion, gender, national origin, alien status or citizenship, disabilities, age, sexual orientation, marital status or political affiliation;

Comprehensive knowledge of laws pertaining to EEO, Human Rights Ordinance, Title VII, ADEA, ADA and other related anti-discrimination laws.

Thorough knowledge of the principles and practices of oversight, administration, management and supervision;

Comprehensive knowledge of discrimination issues;

Comprehensive knowledge of the administration, development and implementation of equal employment opportunity/affirmative action programs;

Ability to analyze and interpret anti-discrimination laws and regulations and supervise their application;

Ability to mediate and conciliate complaints;

Ability to investigate discrimination complaints, analyze information to determine the merits of the complaint, make recommendations and implement solutions based on investigatory findings;

Ability to identify critical factors and to formulate practical proposals;

Ability to develop and implement County policies and procedures;

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Ability to supervise staff whose duties include the enforcement of human or civil rights statutes/regulations;

Ability to direct the efforts of related special project teams and task forces;

Ability to develop and conduct related training programs;

Ability to prepare, present and support reports to officials and the public both orally and in writing;

Ability to establish and maintain effective relationships with senior management, employees and the public;

Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from an accredited law school; PLUS five years of progressively responsible experience in management and implementation of human rights programs, and/or in the development and/or implementation of equal employment opportunity/affirmative action programs for a large organization: OR

Graduation from an accredited four year university with a degree in human resources management, sociology or public administration; PLUS eight years of progressively responsible experience in management and implementation of human rights programs, and/or in the development and/or implementation of equal employment opportunity/affirmative action programs for a large organization.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

EXEMPT CODE CHANGE:  
ESTABLISHED:

June 2009  
May 6, 2008