

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

**CLASS CODE:** 1234

**TITLE:** HUMAN RIGHTS SPECIALIST II

**GRADE:** S-24

**DEFINITION:**

Under general supervision, investigates, analyzes and evaluates complaints of discrimination based on race, sex, religion, national origin, marital status, age or disability in the areas of employment, housing, public accommodation, education, credit or County services; mediates the resolution of complaints; works independently on difficult cases; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Human Rights Specialist II differs from the Human Rights Specialist III in that the Human Rights Specialist II investigates, analyzes and evaluates complaints of discrimination, whereas the Human Rights Specialist III investigates the most complex complaints of discrimination under limited supervision and may serve as a team leader or supervise a group of Human Rights Specialist if appropriate.

The Human Rights Specialist II differs from the Human Rights Specialist I in that the Human Rights Specialist II investigates, analyzes and evaluates complaints of discrimination, whereas the Human Rights Specialist I investigates/analyzes complaints under direct supervision and is assigned the more routine human rights cases.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Conducts initial interviews over the phone or face-to-face with claimants to determine the nature and merit of alleged claims;

Counsels complainants, respondents and others on their rights pursuant to the Fairfax County Human Rights Ordinance and explains the investigative process;

Develops investigation plans;

Requests information pertinent to claims;

Conducts field interviews;

Presides over fact-finding conferences;

Prepares report of investigation findings, citing violations of applicable laws and ordinances based on an analysis of investigation findings, applicable statutes, legal precedents and relevant case law;

Conducts negotiations between parties to attempt to achieve a settlement prior to a formal cause/no cause proceeding;

Participates in formal conciliation conferences and testifies at Human Rights Commission hearings and in court proceedings.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)*

Considerable knowledge of applicable federal civil rights laws and the Fairfax County Human Rights Ordinance;

Ability to perform legal research, interpret laws, regulations, legal precedents and court cases;

Ability to prepare comprehensive, legally accurate reports;

Ability to handle complex negotiations with tact, resourcefulness and good judgement;

Ability to provide guidance and mentoring support to lower level Human Rights Specialists;

Ability to interact with individuals from various racial, ethnic and socioeconomic groups;

Ability to communicate effectively, both verbally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:

Graduation from an accredited law school; OR

Graduation from an accredited college or university with a bachelors degree in the humanities;

PLUS

Three years of experience in Human Rights or a closely related field.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISED: May 30, 2012

ESTABLISHED: March 14, 2002