

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

**CLASS CODE:** 1235

**TITLE:** HUMAN RIGHTS SPECIALIST III

**GRADE:** S-27

**DEFINITION:**

Under limited supervision investigates the most complex 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; may serve as a team leader or supervise a group of Human Rights Specialist if appropriate; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

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

**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.)*

May plan, assign tasks and oversee daily activities and work product of Human Rights Specialists;

May supervise the docketing of new complaints and the formal notification process;

May provide guidance to lower level specialists in all aspects of investigation and conciliation process;

Analyzes investigative findings, statistical data and supporting documents;

Reviews investigation reports, requests for withdrawal with or without settlement, and administrative closure and settlement agreements for accuracy, completeness and compliance with established guidelines;

Determines whether issues are of a precedent setting nature;

Participates in formal conciliation conferences and testifies at hearings;

Oversees the maintenance of statistics on numbers, kinds and status of cases closed or in process and prepares appropriate reports for management review;

Serves as liaison to various state and federal agencies;

Prepares and conducts training sessions for Human Rights staff, other County employees, and the public on Human Rights issues, laws, etc.

**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.)*

Thorough knowledge of the Equal Employment Opportunity Act of 1972, the Fairfax County Human Rights Ordinance as well as other laws relating to Human Rights, Equal Opportunity, Civil Rights, legal precedents and applicable case law;

Knowledge of investigative techniques and procedures;  
Ability to handle complex negotiations with tact, resourcefulness and good judgement;  
Ability to oversee multiple investigations;  
Ability to supervise investigations conducted by subordinates;  
Ability to provide guidance, counsel and professional support to the Fair Housing Task Force;  
Ability to supervise, train and mentor assigned staff;  
Ability to communicate effectively, both verbally and in writing;  
Ability to interface with various racial, ethnic and socioeconomic groups.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited law school; PLUS  
Two years of experience in Human Rights or a closely related field; OR  
Graduation from an accredited college or university with a bachelors degree in the humanities;  
PLUS  
Five 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