



**CITY OF DES MOINES**  
 Department of Human Resources  
 1551 E. Martin Luther King Jr. Pkwy , Des Moines, 50317  
<http://www.dsm.city> Ph. 283-4213 Fax 237-1680

*An Equal Opportunity  
 Employer, women,  
 minorities and  
 persons with  
 disabilities are  
 encouraged to apply*

## **Civil Rights Compliance Officer**

**Closing Date:** 10/31/22

**Salary:** \$81,307.20 - \$103,064.00  
 Annually

**Occupational Group:** Civil Service

**Job Type:** Regular Full-Time

**Recruitment:** Entrance

**Vacancy Location:** Civil and Human Rights

### **THE POSITION**

Under general direction, manages major functions of the Human Rights Department investigations which includes employment discrimination covered by Title VII of the Civil Rights Act, housing discrimination covered by Title VIII of Civil Rights Act; and public accommodations discrimination covered by Title II of the Civil Rights Act.

Supervises the work of Human Rights Specialists. Assists the Civil and Human Rights Director in overall management of the City's Human Rights Department. Oversees federal and state civil rights enforcement contracts, serves as case mediator, and investigates a small caseload.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

- Graduation from an accredited college or university with a Bachelor's degree in Sociology, International Relations, Business, Public Administration or related field; and
- Three years of progressively responsible experience in personnel administration, employee relations, labor relations, civil and human rights enforcement or related field; and
- Two years of direct experience in Civil and Human Rights casework and enforcement activities; and
- At least one year of management or supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

***NOTE: Transcripts verifying degree conferred need to be submitted to the City of Des Moines Human Resources Department; electronically to [humanresources@dmgov.org](mailto:humanresources@dmgov.org), by fax to 515-237-1680, or by mail to 1551 E MLK Jr Pkwy, Des Moines, IA 50317 by the application deadline.***

### **REQUIRED SPECIAL QUALIFICATIONS**

- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.
- Ability to pass a background check.
- Requires possession of a valid Iowa driver's license or equivalent mobility.

### **EXAMPLES OF ESSENTIAL WORK (ILLUSTRATIVE ONLY)**

- Supervises Human Rights Specialists and their investigations, involved in the enforcement of various Civil and Human Rights laws and City Ordinances;
- Monitors conciliated cases and ensures that case respondents and complainants comply with the terms of conciliation agreements and formally closes cases once all parties have complied;
- Plans, organizes, directs and evaluates the work of assigned staff in implementing appropriate goals, cases, policies and directives of the Human Rights Department;

- Conducts civil and human rights trainings with Human Rights Specialists and the Greater Des Moines community members consistent with requirements of the position;
- Investigates a small caseload of usually complex investigations as assigned by the Department Director;
- Monitors, reviews, evaluates, and approves case production, management and closures and provides technical guidance to assigned staff to assure compliance;
- Makes recommendations pertaining to personnel, space, and resources to meet the goals of the Human Rights Department;
- Approves all recommended enforcement and remedial actions and draft all settlement and conciliation agreements in a fashion to eliminate unlawful employment practices and to secure appropriate individual relief;
- Manage cooperative agreements with like agencies, assuring compliance with terms and reporting;
- Certifies that charges of discrimination meet all jurisdictional, timeliness, and deferral requirements;
- Prepares recommendations for enforcement actions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work obstacles and suggestions for new or improved means of addressing such problems;
- Attends meeting, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in civil and human rights;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Manage cooperative agreements with like agencies, assuring compliance with terms and reporting;
- Performs other duties consistent with the classification function and the needs of the City.

### **SELECTION METHOD**

An education and experience review will be completed on all qualified applicants. Those applicants deemed most qualified based on the education and experience rating will be considered for certification to an eligibility list for appointment. Applicants who need a reasonable accommodation must inform this office at (515) 283-4213 or TTY at Iowa Relay at 711 or 1-800-735-2942 prior to the closing date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.dsm.city> OR 1551 E. Martin Luther King  
 Jr. Pkwy,  
 Des Moines, IA 50317

EXAM #X950-12-2020  
 CIVIL RIGHTS COMPLIANCE OFFICER  
 OPENING DATE: 09/28/22 AH

### **Civil Rights Compliance Officer Supplemental Questionnaire**

- \* 1. Do you have Bachelor's degree (or higher) in Sociology, International Relations, Business, Public Administration or related field? **If yes, submittal of college transcripts showing degree conferred and/or course work taken is required by application deadline in order to receive credit.** Failure to do so may result in application disqualification. Please submit to the City of Des Moines Human Resources Department; electronically to [humanresources@dmgov.org](mailto:humanresources@dmgov.org), by fax to 515-237-1680, or by mail to 1551 E MLK Jr Pkwy, Des Moines, IA 50319 by the application deadline.
- I understand college transcripts are required by the application deadline and have attached my transcripts to my application.
- I understand college transcripts are required by the application deadline and I have requested my transcripts. I further understand that it is my responsibility to make sure the transcripts are received by the application deadline.
- I have not taken college course work and do not have college transcripts to provide.
- \* 2. Do you possess professional proficiency language skills (listening, speaking, reading and/or writing) in a language other than English and if so, which language(s)?
- \* 3. Please describe your experience with personnel administration, employee relations, and labor relations. Include where this experience was obtained and duration of experience. If no experience, indicate "none".

- \* 4. Please describe your experience with Civil and Human Rights casework and enforcement activities. Include a description of what type of work you have done, where you gained this experience and duration of experience. If no experience, indicate "none".
  
- \* 5. Please describe your experience with legal analysis and/or interpretation of laws. Include what subject matter of the law this encompassed, where you gained this experience and duration of experience. If no experience, indicate "none".
  
- \* 6. Describe any management and supervisory experience you may have, including where this experience was obtained and duration of experience. If no experience, indicate "none".
  
- \* 7. *This position requires you to engage with the public.* What experience do you have engaging with the public and/or conducting trainings? Include a description of what work you have done, where you gained this experience and duration of experience. If no experience, indicate "none".
  
- \* 8. *This position focuses on problem solving of conflicts between different groups.* Please describe your experience with intergroup or intercultural relations. Include a description of the work, the types of issues you addressed, where you gained this experience and duration of experience. If no experience, indicate "none".
  
- \* Required Question