



Gavin Newsom  
Mayor

Contract Compliance  
Dispute Resolution/Fair Housing  
Small and Micro Business Enterprise  
Lesbian Gay Bisexual Transgender & HIV Discrimination

Virginia M. Harmon  
Executive Director

**2996 Representative, Human Rights Commission**  
Recruitment #TPV-2996-053721

<b>Department:</b>	<b>San Francisco Human Rights Commission</b>
<b>Analyst:</b>	<b>Cynthia Goldstein</b>
<b>Date Opened:</b>	<b>05/09/2007</b>
<b>Filing Deadline:</b>	<b>File Immediately: Open until filled</b>
<b>Salary:</b>	<b>\$62,582.00 - \$76,076.00 Annually</b>
<b>Job Type:</b>	<b>Provisional*</b>
<b>Work Schedule:</b>	<b>Full-Time (40 hrs. per week)</b>

**Number of Positions:** One (1) or more full-time positions  
**Work Location:** 25 Van Ness Avenue, Suite 800, San Francisco, CA 94102

**\*Appointment Type: Provisional.** Provisional incumbents will be required to participate and succeed in a Civil Service Examination process for this job code in order to be considered for a permanent appointment.

**Duties:** Under general direction, the 2996 Representative handles complaints of discriminatory practices; provides counseling on claims of discrimination; develops and services outreach programs for protected classes; implements and conducts training programs; assists in the implementation of nondiscrimination in contracts programs, including the Equal Benefits Ordinance; collects statistical data; and performs related duties as required.

Essential functions include ability to: interpret, define and explain codes, statutes, laws and ordinances in the area of non-discrimination; plan and organize the steps involved and prioritize the tasks for complaint processing, non-discrimination policy development and program implementation; formulate questions to elicit required information and verify the accuracy of statements, and to actively listen to information from varied sources and ask pertinent follow-up questions; recognize the facts to determine if discrimination has occurred and analyze data to identify problems and issues and report facts; evaluate employee benefits policies for compliance with City contracting requirements; relate effectively with persons from regulatory agencies, other City departments, media, community groups and other concerned individuals.

**Example of Duties:** As assigned, investigates, mediates and makes recommendations related to complaints of discrimination in employment and public accommodations; implements public contracting program requirements, including reviewing contract-related documents; assists in the development of educational and training materials and conducts training sessions regarding anti-discrimination laws and regulations; evaluates employee benefits policies for compliance with City contracting requirements.



25 Van Ness Avenue  
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### **Minimum Qualifications:**

1. Possession of a baccalaureate degree from an accredited college or university with major course work in the social sciences, political science, public administration or related fields; **AND**
2. One (1) year of verifiable experience (one year = 2,000 hours) in one or more of the following areas: developing and implementing anti-discrimination programs; investigation and resolution of complaints; dispute resolution; fact-finding and analysis; and/or development and servicing of outreach and/or training programs; **AND**
3. Three hundred (300) hours of verifiable experience in anti-discrimination work.

### **Substitution:**

1. Qualifying experience (in addition to the required one year) may be substituted for the four-year degree requirement on a year-for-year basis.
2. Possession of a Juris Doctor or an advanced degree in the social sciences, political science, public administration, or related fields may be substituted for the one (1) year experience requirement.

### **Desired Skills, Experience and Abilities:**

Knowledge of codes, statutes and laws related to discrimination in employment and public accommodations.

Ability to plan, organize and work with businesses, employers, employees, and the general public.

Knowledge of and experience working with public contracting programs, including small, local business enterprise programs; **AND/OR** knowledge of and experience working with the lesbian, gay, bisexual, transgender and HIV-affected communities, including domestic partner policies and benefits and transgender community concerns.

Highly developed skills in mediation, investigation, public speaking, training, writing and the planning and implementation of programs involving diverse groups of people.

Computer skills in word processing and database management.

### **Application Procedure -- How to Apply:**

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to begin the application process.

- Select the 2996 HRC Representative ([Recruitment #TPV-2996-053721](#)) job announcement
- Click on "Apply" and read and acknowledge the information
- Follow instructions given on the screen

Computer kiosks are located in the lobby of the Department of Human Resources, 44 Gough Street, San Francisco, for use by the public to apply for City jobs. The hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Persons without access to a computer and unable to come to the Department of Human Resources, 44 Gough St., San Francisco, may contact Cynthia Goldstein at (415) 252-2515 for instructions on how to apply for this job.

All applicants must complete the supplemental application and submit a resume. (Resumes are to be placed in the "Resume" field of the online application). Applicants will be prompted to answer questions in the supplemental application in the online application process. All statements made on the application and supplemental application are subject to verification. Failure to submit a supplemental application and resume with the application may result in rejection of the application.

**APPLICANTS WITH DISABILITIES**

Qualified candidates with disabilities requiring reasonable accommodations must contact the analyst in charge at (415) 252-2515; for the hearing impaired: (415) 775-9484 (TTY); or in writing to: Human Rights Commission, 25 Van Ness Avenue, Suite 800, San Francisco, CA 94102, ATTN: Cynthia Goldstein, Job Code 2996. Requests for accommodation should be made as soon as possible.

If you have any questions regarding this recruitment or application process, please contact Cynthia Goldstein at (415) 252-2515 or via e-mail at [cynthia.goldstein@sfgov.org](mailto:cynthia.goldstein@sfgov.org).

**Minorities, women and persons with disabilities are encouraged to apply.  
The City and County of San Francisco is an Equal Opportunity Employer.**