

# Job Posting

**Department:** 81 - Executive Offices  
**Organization:** 819310 - Ex Phrc Reg I Pgh  
**Job Code/Title:** 497900 - Regional Director, Human Relations Commission

**Position Number:** 008641

**County:** Allegheny

**Work Location:** PHRC Pittsburgh Regional Office  
301 5th Avenue  
Suite 390, Piatt Place  
Pittsburgh, PA 15222

**Type of Job:** Civil Service

**Union:** No Union Representation (Not subject to provisions of a union agreement.)

**Bargaining Unit:** F3

**Seniority Unit:**

**Type Position:** Permanent / Full Time

**Salary Range:** \$79,727 - \$121,174

**Pay Schedule / Range:** MA / MA11

**Posting Length:** 10 days

**Posting Dates:** 9/26/2016 - 10/5/2016

**Contact Number:** (717)783-8253 or [nokum@pa.gov](mailto:nokum@pa.gov)

**Information:** WORK HOURS: 8:30 AM - 5:00 PM

PLEASE NOTE: Only Pennsylvania Human Relation Commission employees are eligible to apply for this position.

**Description of Duties:** This is highly responsible professional administrative work directing a large staff (50+ employees) responsible for enforcing the provisions of the Human Relations Act and the Fair Educational Opportunities Act in an assigned region.

An employee in this job directs a staff of professional and technical personnel engaged in the investigation of employment, housing, education, and public accommodation activities to identify discriminatory practices based on, but not limited to race, color, religious creed, ancestry, handicap or disability, age, sex, or national origin. In addition to the investigation of complaints, staff members are involved in alleviating the results of discriminatory practices through the negotiation of settlements with employers, labor unions, property owners, real estate agencies, school officials, or public officials. Employees in this job are responsible for the administrative and fiscal management of the regional operations which support regional programs and the fiscal planning process. Work includes directing a staff of technical and clerical personnel that provide specialized research, statistical, and systems analysis support to enforce provisions of the Acts. Work also includes the establishment of internal regional policies and procedures consistent with Commission policies and assuring compliance through subordinate supervisors. In addition, this work involves public liaison, partnering, outreach, and public speaking by meeting with public and private employers and community groups or organizations to provide leadership and education in the promotion of equality of opportunity in employment, housing, education, and public accommodations. Work is performed with considerable independence. Supervision is received from the Agency's Executive Director through periodic conferences and on evaluation of results.

The incumbent:

Directs the work flow and productivity of all investigation, conciliation, and enforcement activity within a region of the Human Relations Commission.

Interprets and directs the implementation of Agency administrative and programmatic policies.

Provides public speaking awareness and education to the public concerning their rights under the Human Relations Act and Fair Educational Opportunities Act.

Develops and uses effective management systems and procedures to assure maximum utilization and productivity of staff.

Develops and manages a regional budget and submits to the Special Assistant of the Agency.

Directs the fiscal management of the regional office.

Evaluates socio-economic patterns of various segments of the population in a region.

Reviews, analyzes, and evaluates reports, studies, and case material of unusual complexity.

Directs the gathering, compilation, and analysis of data in an assigned region to identify problem areas in relation to Commission programs.

Works cooperatively with other agencies and groups to ensure the implementation of their responsibility as stipulated by the Agency's Acts.

Meets with school officials, public and private employers, property owners or their representative, and community leaders to promote Commission programs.

Makes speeches to groups, organizations, or the public explaining Commission policy and programs designed to eliminate discrimination in employment, housing, education, and public accommodations.

Furnishes administrative services to Hearing Examiners.

Administers the procurement of regional office equipment and supplies with the Central Office.

Performs the full range of supervisory duties.

An employee in this job may participate in the performance of subordinates' work consistent with operational or organizational requirements.

Performs related work as required.

- Essential Functions:**
- \* Perform a full range of supervisory duties
  - \* Plan, coordinate, and direct work flow and productivity of a regional office
  - \* Communicate effectively both orally and in writing
  - \* Establish and maintain effective working relationships
  - \* Review and analyze complex information
  - \* Develop and implement plans and procedures
  - \* Develop and make presentations to the public
  - \* Use a computer and associated software
  - \* Use standard office equipment
  - \* Travel as required

Last Date Job Applications Will Be Accepted: **Wednesday, October 5, 2016**

THIS IS A MANAGEMENT POSITION

### **Recruitment Method(s):**

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion Without Examination
- Reassignment

## Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Six (6) years of professional experience in human relations, equal opportunity, or civil rights work including or supplemented by three (3) years of professional supervisory experience and a bachelor's degree; OR An equivalent combination of experience or training.
2. Pennsylvania residency requirement waived.
3. Be eligible for selection in accordance with Civil Service rules.

**The below organization and or location restrictions apply only to the following recruitment options:**

- Reassignment

### Organization and/or location restrictions

4. Be currently employed in the following Organization(s):

*PLEASE NOTE: Only Pennsylvania Human Relation Commission employees are eligible to apply for this position.*

5. In one of the following Area(s):
  - STATEWIDE (ANY/ALL COUNTIES)

## Eligibility - Competitive Promotion Without Examination Only

### CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
  - Human Relations Representative 3

*PLEASE NOTE: Only Pennsylvania Human Relation Commission employees are eligible to apply for this position.*

### ORGANIZATION AND OR LOCATION RESTRICTIONS

2. Be currently employed in the following Organization(s):

*PLEASE NOTE: Only Pennsylvania Human Relation Commission employees are eligible to apply for this position.*

3. In one of the following Area(s):
  - STATEWIDE (ANY/ALL COUNTIES)

### Selection Criteria

4. Minimum experience and training required for the job.
5. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 24 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
6. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 10/5/2016.

### Application Instructions

7. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
8. Additional information may be obtained by calling: (717)783-8253

This section is issued for compliance with [Management Directive 580.19, Promotion in the Classified Service without Examination](#).

## **How to apply - all candidates:**

The following materials must be mailed and postmarked on or before **Wednesday, October 5, 2016**:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. Submit a request for consideration in the form of a memorandum, letter or bid form which must be accompanied by a resume that reflects work history and education.

**If interested in applying by mail, please send above specified materials to:**

**CONTACT PERSON: Nichole Okum**  
**ADDRESS: PA Human Relations Commission**  
**333 Market Street, 8th Floor**  
**Harrisburg, PA 17101**  
**TELEPHONE: 717-783-8253**  
**EMAIL: [nokum@pa.gov](mailto:nokum@pa.gov)**

**The Commonwealth of Pennsylvania is an equal opportunity employer.**