



MICHIGAN CITY, INDIANA

Human Resource Department ~ Ta-Tanesha C. George, Director ~ 219.873.1427 ~ e-mail: tgeorge@emichigancity.com

April 27, 2022

NOTICE OF JOB OPENING

The City of Michigan City is currently seeking applicants for the listed position:

| | |
|---------------------|---------------------------------------|
| Position | Executive Director/EEO Officer |
| Department: | Human Rights Department |
| Salary: | \$60,000 |
| FLSA Status: | Exempt |

The Human Rights Director/EEO Officer is responsible for managing all business and office activities of the Human Rights Commissioner. The incumbent is also responsible for monitoring company contracts, determining affirmative action and compliance with local hiring ordinance.

DUTIES INCLUDE:

Developing and implementing policies, programs, procedures, and plans, ensuring compliance with equal opportunity and nondiscrimination provisions of government legislation and supporting and implementing equal opportunity initiatives.

Rendering final rulings on all EEO complaints.

Monitoring progress of Local Hiring Ordinance.

Attending bid openings for City-funded projects and monitoring contract compliance.

Conferring with supervisory personnel, human resources staff, legal counsel, and employees to investigate, document, and resolve alleged violations of law and charges of discrimination or harassment.

Preparing the agenda and reports for Human Rights Commission meetings, coordinates and attends Commission Public Hearings, and prepares monthly and annual reports for the Commission.

Working knowledge of Human Rights history, knowledge of standard policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Performing related duties as assigned.

Human Rights/Director

Please see the *Position Description* for a complete outline of job duties and requirements. Applications will be accepted from **8:00 a.m. to 4:30 p.m.** in the Human Resources Department, 100 E. Michigan Blvd., Michigan City, Indiana 46360. Applications may also be mailed to the Human Resources Department, c/o City Hall, 100 E. Michigan Blvd., Michigan City, IN 46360 or emailed to tgeorge@emichigancity.com through **FRIDAY, MAY 20, 2022.**

Applications may be picked up from the Human Resources Department, City Hall, 100 E. Michigan Boulevard, Michigan City, Indiana 46360 OR downloaded from the Human Resources webpage at the City of Michigan City website <https://www.emichigancity.com/203/Personnel>.

The City of Michigan City is an Equal Opportunity Employer all qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, national origin, sexual orientation, gender identity or status as a protected veteran. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

*****Please see attached Position Description.***

DUANE PARRY - MAYOR

City of Michigan City ~ City Hall ~ 100 East Michigan Boulevard, Michigan City, IN 46360 ~ 219.873.1400
web ~ emichigancity.com e-mail ~ dparry@emichigancity.com

**POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA**

POSITION: Director
DEPARTMENT: Human Rights
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: EXE I (Executive)

DATE WRITTEN: May 2019
DATE REVISED: May 2021

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Director for the Human Rights, responsible for managing all business and office activities, and monitoring company contracts, determining affirmative action and compliance with local hiring ordinance.

DUTIES:

Supervises assigned staff, including periodically analyzing workload, reviewing position documentation for newly created or revised positions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, reviewing salaries, keeping supervisor and staff informed of organization developments, and communicating and administering personnel programs and procedures.

Trains staff or obtains external training in the areas of working in a diverse environment, equal employment, and nondiscrimination regulations, and creating a discrimination-free and harassment-free workplace.

Develops and implements policies, programs, procedures, and plans, ensuring compliance with equal opportunity and nondiscrimination provisions of government legislation and supporting and implementing equal opportunity initiatives.

Consults with counsel's management and human resources, ensuring other policies, programs, and procedures, comply with equal employment legal provisions and support the organization's affirmative action initiatives.

Renders final rulings on all EEO complaints.

Monitors progress of Local Hiring Ordinance.

Responds to requests from external vendors and contracting organizations for affirmative action compliance certifications and serves as spokesperson for organizations on affirmative action and diversity issues.

Attends bid openings for City-funded projects, monitoring contract compliance.

Performs required recordkeeping and documentation for demonstrating contractor's compliance with Local Hiring Ordinance.

Develops and maintains contracts with community organizations representing minority and protected class populations and interests.

Reviews contracts, determining actions required to meet equal opportunity provisions of local, state, or federal laws.

Confers with supervisory personnel, human resources staff, legal counsel, and employees to investigate, document, and resolve alleged violations of law and charges of discrimination or harassment.

Prepares report of findings and makes recommendations for corrective action in EEO complaint process.

Consults with facilities management and other staff to create and maintain physical work environment that provides reasonable accommodations for disabled applicants and employees.

Prepares agenda and reports for Human Rights Commission meetings, coordinates and attends Commission Public Hearings, and prepares monthly and annual reports for the Commission.

Consults with attorney on human rights issues.

Prepares and administers department's budget.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associate degree, or six (6) months to one (1) year related experiences and/or training, or equivalent combination of education and experience.

Must be at least 21 years of age.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Working knowledge of Human Rights history, knowledge of standard policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to properly operate a variety of standard office equipment, including computer and calculator.

Ability to count, make simple arithmetic additions/subtractions, and prepare and administer department budget.

Ability to prepare detailed reports and plan and present public speaking presentations.

Ability to supervise assigned staff, including periodically analyzing workload, reviewing position documentation for newly created or revised positions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, reviewing salaries, keeping supervisor and staff informed of organization developments, and communicating and administering personnel programs and procedures.

Ability to effectively communicate orally and in writing with co-workers, other City departments, City attorney, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to testify in legal proceedings/court.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work on several tasks and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally work extended hours and evenings.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent exercises analytical techniques to address problems that are embedded within the wide range of duties performed. Independent judgment is frequently needed to determine the impact of decisions on total operations and/or sets of cases. Incumbent operates within very general guidelines, adapting guidelines and rules to fit unique circumstances.

III. RESPONSIBILITY:

Incumbent operates within general guidelines, where desired results of work product are specified. Incumbent applies agency policies and standards to a wide array of situations which have a major impact on departmental operations and functions. Unusual problems or situations may be discussed with supervisor, and work is periodically reviewed for compliance with legal requirements and effect on department goals/objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other City departments, City attorney, and the public for a variety of purposes, including giving and receiving information and presenting subject matter.

Incumbent reports directly to the Mayor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office and vehicle, involving driving, sitting and walking at will, standing and walking for long periods, lifting/carrying objects under 25 pounds, keyboarding, close vision, bending at waist, reaching, pulling/pushing objects, color perception, handling/grasping objects, fingering objects, color perception, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours and evenings.

VI. OTHER:

The Director position is an appointive position. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed to the Director position serves at the pleasure of the Mayor, works exclusively for the Mayor, and may be terminated by the Mayor at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Director for the Human Rights describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____No_____

Applicant/Employee signature

Date

Print or Type Name