



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0826  
0827

**CIVIL RIGHTS PROGRAM ADMINISTRATOR**

**SCOPE OF WORK:**

Work involves performing program administration activities related to non-discrimination, labor and contract compliance, On-the-Job (OJT) training, and other civil rights programs.

**DUTIES PERFORMED AT ALL LEVELS:**

- Administer assigned civil rights programs; coordinate with assigned program representatives in divisions and districts.
- Provide advice, technical assistance, interpretation on rules and regulations, and training to agency management and staff, consultants, contractors, other agencies and organizations, and the public regarding civil rights programs.
- Develop and implement policies and procedures for civil rights programs and activities.
- Conduct audits to evaluate and determine compliance with program requirements; make recommendations to correct deficiencies.
- Maintain records and analyze data for monitoring programs; interpret statistical data and prepare reports; prepare and submit program reports and information to required agencies; update, maintain, and distribute program related information..
- Review and analyze federal regulations and guidelines.
- May participate in workplace investigations.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**CIVIL RIGHTS PROGRAM ADMINISTRATOR I**

0826

GRADE K

**LEVEL DEFINITION:**

Work at this level involves administering less complex programs or participating in administration of large, complex programs.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None

**MINIMUM QUALIFICATIONS:**

Requires five years of professional level-work experience that included interpreting and applying laws, rules, regulations, policies and analyzing information. A bachelor's degree in business or public administration, human resources or a closely related field may substitute for four years of work experience requirement on a year-for-year basis. A master's degree may substitute for one year of the work experience.

**CIVIL RIGHTS PROGRAM ADMINISTRATOR II**

0827

GRADE L

**LEVEL DEFINITION:**

Work at this level involves administering the department's civil rights programs.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Oversee and ensure compliance of department civil rights programs.
- Administer the most complex civil rights programs.
- Update the agency's Equal Employment Opportunity/Affirmative Action Plan; establish hiring goals by analyzing current representation and labor market statistics; distribute goals to all divisions and districts for implementation; publish, and distribute assigned program plans.
- Coordinate updates to the federal wage rates; investigate and process wage claims and complaints; research, analyze, and request wage rate determinations.
- May lead workplace investigations.
- Provide training and oversight to Civil Rights Officers; may supervise support staff.

**MINIMUM QUALIFICATIONS:**

Requires seven years of professional-level work experience that included program administration. A bachelor's degree in business or public administration, human resources or a closely related field may substitute for four years of the work experience requirement on a year-for-year basis. A master's degree may substitute for one year of the work experience.

Eff. Date: 6/88

Rev: 1/00-Word processing conversion

Rev: 9/06-Updated format, scope, duties, min quals

ND Class Description  
Civil Rights Program Administrator

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Rev: 02/10-Updated scope, duties, min quals, and factoring; deleted III level as separate class Civil Rights Division Director 0830 was developed.

Rev: 6/10-Updated min quals and factoring and increased pay grade for II level.

Rev: 7/12 – Conversion to Hay System