

APPENDIX C

Staff Member Name	Responsibilities	Percentage of Time Devoted to Each Responsibility
DDHR/DCW Director	<p>Responsible for working with two governor appointed commissions and leading two government agencies to protect and advance equity and civil rights. Reports to the Secretary of State.</p> <p>Responsible for developing and maintaining local and national relationships and partnerships that advance equal opportunity.</p> <p>Responsible fostering collaborations and initiatives to eliminate illegal discrimination, remove barriers to equal opportunity and promote inclusive communities.</p>	<p>60%</p> <p>20%</p> <p>20%</p>
DDHR Supervisor	<p>Responsible for supervising daily operations; Reports to the Division Director</p> <p>Responsible for supervising equal opportunity and civil rights compliance work performed by investigators and administrative specialists</p> <p>Coordinates hearing panels activities of staff and Commissioners</p> <p>Responsible for quality control of case management</p>	<p>10%</p> <p>40%</p> <p>10%</p> <p>40%</p>
DDHR Investigators/Field Representatives (3)	<p>Investigates and negotiates settlement agreements of charges of discriminatory practices housing and public accommodations; conducts fact finding meetings; reviews evidence, drafts subpoenas, summarizes charges.</p> <p>Prepares complainant and respondents for public hearing</p> <p>Makes public presentations and conducts training and informational seminars</p>	<p>75%</p> <p>10%</p> <p>15%</p>
DDHR Administrative Specialist (2) II and III	<p>Serves as a liaison with the public, clients, agency staff and others to exchange information and explain agency services, laws, rules, regulations, policies and procedures</p> <p>Obtains, organizes and drafts technical and administrative material necessary for public information or departmental use; organizes and coordinates administrative activities and in support of a variety of operational areas (AA II)</p> <p>Conducts limited research and analyses of agency services or other situations requiring agency action; Provides administrative support and assistance to Division Director and Commissioners; (AA III)</p>	<p>70%</p> <p>30%</p> <p>30%</p>