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<b>Bulletin Number</b>	35826BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Community and Senior Services
<b>Position Title</b>	HUMAN RELATIONS CONSULTANT
<b>Exam Number</b>	f8122A
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	12-May-2014
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	4187.82
<b>Salary Maximum</b>	5492.64
<b>Position/Program Information</b>	Provides technical consultation and advisory services in the field of human relations, and participates in promoting, developing and implementing the policies, programs, and initiatives of the Human Relations Commission. Positions allocable to this journey-level class report to

conflict resolution, leadership training, research, and communication in carrying out the programs of the Commission on Human Relations for the improvement of inter-group relations in the County of Los Angeles. Positions allocable to Human Relations Consultant must have a broad general knowledge of community issues and possess the interpersonal, verbal, written, and analytical skills required to assess, report, and resolve a wide range of sensitive human relations issues.

**Essential Job  
Functions**

Confers with and serves in a resource capacity to community agencies, groups, and organizations to analyze and evaluate community conditions that impact Human Relations and develops activities to address those conditions.

Develops, implements, and evaluates Human Relations educational and training programs and conferences.

official reports of hate incidents such as racial, ethnic, homophobic, religious, or gender-related violence incidents; contacts victims or police to obtain details of and verify incidents; advises victims of available assistance and refers to appropriate agency; collects and analyses data and participates in the development of programs to reduce and prevent such incidents.

Prepares written materials and electronic communications such as research reports, booklets, newsletters, marketing or informational communications, and press releases on human relations matters including policies and legislation for publication and distribution; and conducts research on human relations topics.

Promotes understanding and support of commission's policies programs and initiatives throughout the County communities.

preparing reports on issues and topics of interest to the committee.

## **Requirements**

### **SELECTION REQUIREMENTS:**

A Bachelor's degree\* from an accredited\*\* college or university with a specialization in the social sciences or a closely related field of behavioral science and completion of one year of graduate coursework\* in an accredited\*\* college or university with specialization in the social sciences or a closely related field of the behavioral sciences - AND - Two (2) years of experience in human relations work concerned with (1) the improvement of inter-group relations; or (2) high risk youth programs; or (3) community welfare or social development programs. One additional year of the required experience will be accepted for the one year of graduate coursework\*.

## **Physical Class**

**Physical Class 2:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting.

**Special  
Requirement  
Information**

in order to receive credit for any type of college degree, such as a Bachelor's or Master's degree, or for one year of graduate coursework, you must include a legible copy of the diploma and/or official transcripts, or official letter from the accredited institution which shows the areas of specialization with your application, or during the examination process.

**Accreditation  
Information**

**Accreditation:** \*\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**Special Information**

Appointees may be required to work any shift including evenings, nights, weekends and holidays.

A thorough background investigation (including fingerprint search) will be required of candidates. Candidates who are found to be unsuitable for employment will be removed from the eligible list pursuant to Civil Service Rule 6.04.

**Vacancy Information**

The resulting eligible register for this examination will be used to fill a vacancy in the Human Relations Branch within Community and Senior Services Department.

**Eligibility Information**

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their scores group for a period of twelve (12) months following the date of promulgation.

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