



Human Rights Commission
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New Proposed Positions at the HRC

Staff Attorney Investigator

- HRC currently has 3 Staff Attorney Investigators – this would create a fourth position
- This position would enable HRC to complete more investigations in a timely manner and reduce the overall amount of time that investigations are taking.
- More complaints are accepted each month than our current staff are able to close – this results in a mounting and unsustainable backlog. The stress of this leads to turnover.
- In FY2023, the average investigation took 649 days to complete. This is not a reasonable timeframe for parties to wait for a determination.
- Prolonged investigations can result in lost or destroyed evidence, decreased witness recollections, and inability to locate or contact witnesses.
- HRC Rules envision a 6-12 month investigation at most. HUD expects most investigations to be completed in 100 days. This has become nearly impossible to achieve in most cases.

Intake Specialist

- This position would be responsible for all aspects of the complaint intake process, fielding inquiries via phone, email, and mail. HRC currently receives about 60-100 inquiries per month.
- This would enable HRC to provide a higher level of customer service and assistance to people who feel that they have been discriminated against and wish to initiate a complaint.
- Creation of this position would enable HRC's Executive Staff Assistant to provide more effective administrative support to the office, including oversight of contracts, grants, and budgetary matters, case data and recordkeeping, and Commission meeting coordination.
- This would also take significant pressure and workload of the current Executive Staff Assistant, thus reducing the risk of constant turnover of the position.
- This position is crucial to the HRC being able to meet the needs of Vermonters – callers would be able to speak to a staff member more regularly, pressure and overload for the current Executive Staff Assistant would be reduced, and new complaints would be able to be processed in a more timely fashion

Education and Outreach Coordinator

- This position would coordinate and carry out all of HRC's community outreach activities, under the direction of HRC's Director of Policy, Education, and Outreach. It might more accurately be named Outreach and Communications Specialist.
- This position would enable HRC to distribute a monthly newsletter about current events, civil rights, and HRC activities, and help HRC maintain a strong up-to-date website and social media presence. This staff member would handle planning, logistics, and implementation of HRC events and trainings.
- This position will enhance and support the outreach work of the HRC by putting real "boots on the ground" in community events on a sustained basis.
- It is essential to the effectiveness of this position that this outreach work be coupled with an annual outreach budget, to allow HRC to undertake impactful marketing campaigns promoting civil rights and host free events for community engagement.

Approximate Cost of Benefits and Salaries for Full-Time Positions

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|---|-----------|----------------|
| Staff Attorney II (Attorney Pay Plan): | \$ | 130,000 |
| Intake Specialist (PG 22): | \$ | 97,000 |
| Education & Outreach Coordinator (PG 22): | \$ | 97,000 |
| Total | \$ | 324,000 |
| | | |
| Additional Proposed Outreach Budget: | \$ | 26,000 |
| | | |
| Total Recommended Amount Needed: | \$ | 350,000 |