

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> Agency Attorney	<b>Level:</b> III
<b>Title Code No:</b> 30087	<b>Salary:</b> \$70,334/\$80,539-\$87,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Diversity Officer/Trainer	<b>Work Location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Office of Equal Opportunity	<b>Number of Positions:</b> 1
<b>Job ID:</b> 200985	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction is committed to recruiting, retaining and enhancing the talents and skills of a diverse workforce that characterizes the citizenship of the City of New York. The NYC DOC Office of Equal Employment Opportunity is responsible for enforcing the Department and City's EEO Policy. Some actions taken by this Office include, but are not limited to: conducting investigations into alleged violations of the City and Department's EEO policy, issuing determinations and suggested measures in relation to investigative findings; reviewing requests for reasonable accommodations, developing and providing workshops and training for EEO and diversity awareness.

The Diversity Officer/Trainer should have an excellent command of all aspects of diversity issues including recruitment and retention issues, identity development, access and equity, policy and legal dynamics, navigating politically sensitive situations, understanding the correctional culture and the unique needs of uniform, non-uniform and executive staff with respect to diversity. The Diversity Officer/Trainer will be required to have a working knowledge of current equal opportunity and affirmative action regulations and laws, including a thorough understanding of the City and Department's EEO policies. Duties will also include the creation and promotion of diversity-oriented events and cross-cultural workshops. This individual will work with the Training Academy in the development and execution of EEO and Diversity Training. The Diversity Officer/Trainer will produce best practices in diversity material, promoting inclusiveness and ensuring continued compliance with regulations.

The candidate selected for the position will be required to visit the Department's facilities on a regular basis, to interact with staff and provide any on-site training, when necessary.

**Minimum Qualification Requirements**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

**Note:**

In addition to meeting the minimum Qualification Requirements:

To be assigned to AL II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

**Preferred Skills**

Excellent writing, communication, inter-personal, analytical, research, problem-solving, multi-tasking and organizational skills; Ability to logically formulate a summary of an EEO investigation, incorporating conclusions and recommendations based on evidence gathered during the investigation;

Knowledge of employment law (i.e. Title VII of the Civil Rights Act, Age Discrimination in Employment Act, the Americans with Disability Act, the New York State Human Rights Law and the New York City Human Rights Law);

Academic and/or experiential background in teaching, training, or instruction is preferred.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID#200985.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#200985.

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

**Posting Date:** 07/20/2015

**Post Until:** 08/14/15

**The Department of Correction and City of New York are Equal Opportunity Employers**