

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

Civil Service Title: Agency Attorney Interne	Level: N/A
Title Code No: 30086	Salary: \$56,257 - \$65,000 Frequency: ANNUAL
Office Title: EEO Investigator Specialist	Work location: 75-20 Astoria Boulevard East Elmhurst, New York 11370
Division/Work Unit: EEO	Number of Positions: 2
Job ID: 233071	Hours/Shift: Day (however, may require tour changes based on the availability of staff)

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States. It provides for the care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The Department of Correction operates 14 inmate jail facilities including ten that are on Riker's Island, the court pens in the five boroughs, and two prison hospital wards, handles approximately 81,000 admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 10,000 uniformed and non-uniformed staff.

The Office of Equal Employment Opportunity (EEO) is integral to the Department of Correction's efforts to ensure the integrity, professionalism, and accountability of its staff. The EEO Unit is responsible for conducting highly sensitive and confidential investigations into departmental employee discrimination and/or harassment complaints.

The selected candidates' primary function will be to analyze, evaluate and conduct fact finding investigations concerning complaints of discrimination filed by employees; perform EEO legal work and research of fact and questions of law. In addition, the EEO Investigator Specialist will be tasked with interviewing charging parties, witnesses and respondents to obtain facts relevant to charges of discriminatory employment practices. The selected candidate will make written requests for clarification from the employee and/or seek documented evidence supporting their claims. The EEO Investigator Specialist would also collect documentation about agency policies and procedures and statistical evidence relevant to the complaint of discrimination.

The EEO Investigator Specialist will also be engaged in activities including, but not limited to, writing an investigative plan and reports; outlining case questions to be asked and determining which documents to request; contacting members of service and/or EEO liaisons for additional information; gathering all relevant supporting documents; recommending penalties and resolutions; and providing advice on EEO legal matters. Investigators assigned to EEO must be familiar with the Department and City's EEO policy. Investigators will be required at times to go to the facilities for site visits, or other purposes.

Minimum Qualification Requirements

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Section 550.3 or 520.5) or admission to the New York State Bar.

Preferred Skills

Preferred skills include: a strong investigative background, excellent communications skills, strong analytical and writing skills, the ability to be objective and thorough in conducting investigations of law enforcement personnel, and knowledge of the legal framework involving employment discrimination through city, state and federal laws and regulations.

Residency Requirements

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 and search for **Job ID# 233071**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 233071**

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

Only candidates under consideration will be contacted.

Post Date: 02/25/16

Post Until: 03/11/16

The City of New York is an Equal Opportunity Employer