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| <b>Civil Service Title:</b> Community Coordinator                       | <b>Level:</b>                                 |
| <b>Title Code No:</b> 56068   | <b>Salary:</b> \$45,615 (\$52,457) - \$70,810 |
| <b>Office Title:</b> EEO Program Analyst I - III                        | <b>Work location:</b> New York, NY            |
| <b>Division/Work Unit:</b> Equal Employment Practices Commission (EEPC) | <b>Number of Positions:</b> 2                 |

**Hours/Shift:** Monday - Friday 9 AM - 5 PM

**General Statement of Duties and Responsibilities**

The EEO Program Analyst II is a professional, responsible, consultative position with the responsibility to analyze, evaluate and monitor the EEO programs, practices, policies and procedures of medium to large City agencies for compliance with city, federal and state EEO laws and policies. Duties and responsibilities for this position include, but are not limited to:

- Examines and evaluates agencies' EEO programs whenever initiated by the EEPC or requested by the Civil Service Commission or City Human Rights Commission;
- Conducts comprehensive audits of agencies' EEO programs, and focused audits of programs with specific EEO-related issues;
- Reviews and analyzes agencies' affirmative action/equal employment opportunity programs, provides technical assistance in their implementation through compliance reviews, and advises agency personnel in relevant EEO laws and regulations;
- Analyzes EEO complaints, annual EEO plans and quarterly reports and develops investigatory plans including, but not limited to, conducting fact-finding conferences, etc.;
- Administers surveys and conducts interviews with EEO personnel and others involved in EEO program administration;
- Prepares written determinations after analysis to support findings/conclusions and devises recommendations for corrective action to address areas of non-compliance as per the EEPC's City Charter mandate;
- Monitors implementation of corrective action by collecting documents, reviewing progress and ensuring attainment of established guidelines;
- Represents the EEPC at public hearings and audit-related meetings in the capacity of consultants and serves as a resource to agencies for audit findings and recommendations;
- Participates in the collection and analysis of data related to the EEPC's mandate on such subjects as population, labor force trends, and attitudes on various ethnic or cultural groups in city employment, etc.; and
- Analyzes employment statistics concerning discrimination in employment in the areas of interviewing, hiring, promoting, training, and terminating, and complaint investigation.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above.  
However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**

1. At least one year of full-time experience researching and analyzing employment practices.
2. Demonstrated knowledge of one or more of the following: the New York City Charter; the New York City Human Rights Law; mayoral/non-mayoral EEO Programs; Citywide EEO policies/discrimination complaint procedures/personnel rules and regulations; the Americans with Disabilities Act and its Accessibility Guidelines for Buildings and Facilities; New York State Civil Service Law; Uniform Guidelines on Employee Selection Procedures; Local Law 58; and relevant City, State, and Federal EEO laws.
3. Full-time experience and/or education in labor/industrial relations, EEO investigations, civil rights law enforcement, personnel/human resources administration, or education which includes credits in law or any of the abovementioned subject areas.
4. Strong analytical, research, communication and organization skills.
5. Ability to produce high quality analytical presentations upon request.

To Apply Send Cover letter with salary requirement and  
resume to:

**Attention: Judith Quiñonez [jquinonez@eepc.nyc.gov](mailto:jquinonez@eepc.nyc.gov)**

The City of New York and Equal Employment Practices Commission is an Equal Opportunity Employer

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| <b>Post Date:</b> 5/9/2014 | <b>Post Until:</b> Filled | <b>JVN:</b> 133-2014-150530 |
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