NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE

CIVIL SERVICE TITLE
Assistant Commissioner M-III

Title Code # 95039

OFFICE TITLE
Assistant Commissioner/Equal Employment Opportunity

SALARY
$115,000-Minimum salary for full-time employees
$135,000-Maximum salary for full-time employees

BUREAU/DIVISION/UNIT
Office of the Fire Commissioner/Office of the CDIO

LOCATION
9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

Reporting to the Deputy Commissioner/Chief Diversity & Inclusion Officer (DC/CDIO), the Assistant Commissioner of EEO will consult with HR, Labor Relations and advise executive and supervisory staff on EEO and diversity matters in addition to ensuring that the Agency is in compliance with Federal, State & local laws, rules & regulations. Responsibilities include participation in the formulation and implementation of agency EEO policies and recommends changes in policies and procedures deemed necessary to foster an inclusive workforce; develops project plans that involve the review of FDNY’s hiring practices including job postings, selection processes, promotions, transfers & separations to ensure consistency with the agency’s mission; prepares reports (statistical, compliance, progress against goals); prepares advisory memos and investigation reports including recommendations to the DC/CDIO concerning case or issue resolution; directs the work of EEO personnel; conducts and supervises investigations of internal EEO cases while overseeing related legal research and analysis; establishes and maintains organizational controls and consults with the Legal bureau regarding external EEO cases; creates and delivers EEO Awareness training to the work force and manages the Workplace Violence program.

PREFERRED SKILLS:

Preference will be given to applicants who possess:

- A law degree and significant experience and knowledge in labor and employment issues, workplace civil rights, diversity issues and applicable Federal and local EEO laws, regulations and policies;
- General knowledge of NYC government personnel administration;
- Experience in the Management of investigations for a large scale organization & maintaining a high degree of confidentiality;
- Policy and program development experience including statistical analysis;
- Excellent interpersonal & communication skills are required for interaction with diverse groups of personnel at all levels of the FDNY.

QUALIFICATION REQUIREMENTS:

1. A bachelor’s degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, executive capacity or supervising personnel performing activities related to the duties of the position; or

2. A combination of education and/or experience equivalent to “1” above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in “1” above.

NOTE: New York City residency is required within 90 days of appointment.

TO APPLY:
NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID #181206.


“FDNY is ranked as the top place to work among gov’t agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov’t agencies, and U.S. divisions of multi-national.”

-Forbes magazine, on “America’s Best Employers 2015”
The Fire Department is an Equal Opportunity Employer.