



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Executive Agency Counsel, M-I	TITLE CODE# 95005
OFFICE TITLE Compliance Coordinator	SALARY \$51,757-Minimum salary for full-time employees with less than 2 years of City Service \$55,815-Minimum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT CDIO/Compliance	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:

Reporting directly to the Director of Compliance, the Compliance Coordinator will coordinate the development of, and amendments to employment policies, including Equal Employment Opportunity and Human Resources policies and related documents, to further compliance with the Modified Remedial Order issued by the US District Court Monitor overseeing compliance. The Coordinator will, in absence of the Director of Compliance, represent the Department in Court Monitor conferences. S/he will be assigned special projects by the Deputy Commissioner and Chief Diversity and Inclusion Officer, and the Director of Compliance.

QUALIFICATION REQUIREMENTS:

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.
Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

PREFERRED SKILLS:

- Significant litigation experience with some experience in court compliance matters.
- Knowledge of litigation technology solutions, and employment and civil service law and Federal, State and City anti-discrimination laws.
- Ability to interface with different levels of City personnel and work collegially with others.
- Excellent written communication and interpersonal skills
- Excellent organizational and planning skills with self-starter's ability to solve problems independently.
- Ability to analyze complex data and present comprehensive reports.

NOTE: New York City residency is 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 APPLY: NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO nyc.gov/jobs/search OR CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID # [200681](#)

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

DATED: July 21, 2015

***POST UNTIL*:** August 3, 2015

*"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